

Kansas City, 1910

COMPILED BY  
HENRY C. SMITH

POLICE DEPARTMENT  
KANSAS CITY, MISSOURI

BUREAU OF PRINTING  
OF THE METROPOLITAN  
POLICE DEPARTMENT  
KANSAS CITY, MISSOURI

# Rules and Regulations of the Metropolitan Police Department of Kansas City, Missouri



ADOPTED AND IN FORCE  
SEPTEMBER THE FIRST  
NINETEEN HUNDRED TWELVE

**OFFICE OF THE  
BOARD OF POLICE COMMISSIONERS  
KANSAS CITY, MISSOURI**

September 1, 1912.

*To All Members of the Metropolitan  
Police Department:*

**BY VIRTUE** of the power vested in us by law, we hereby adopt and publish the following Rules and Regulations for the government of the members of the Metropolitan Police Department of Kansas City, Missouri.

**HENRY L. JOST,  
SOLON T. GILMORE,  
THEODORE REMLEY,**  
*Board of Police Commissioners.*

WENTWORTH E. GRIFFIN  
*Chief of Police*

SAMPSON W. ZICKEFOOSE  
*Chief of Detectives*

## RULE I.

### POLICE DEPARTMENT.

**SECTION 1. Created, How.** The Metropolitan Police Department of Kansas City, Missouri, exists and performs its functions by virtue of Sections 9764-9798 of the Revised Statutes of the State of Missouri, 1909.

**SEC. 2. Board of Police Commissioners.** The Board of Police Commissioners consists of three members, two of whom are appointed by the Governor of the State, while the third is the Mayor of the City, being ex officio member and President of said Board. This Board is the head of the Police Department of Kansas City, Missouri, having full power and authority over police organization, government, property, appointments and discipline.

The duties of the said Board of Police Commissioners are as follows:

"They shall at all times of the day and night, within the boundaries of the city, as well on water as on land, preserve the public peace; prevent crimes and arrest offenders; protect the rights of persons and property; guard the public health; preserve order at every public election and at all public meetings and places, and on all public occasions; prevent and remove nuisances on all streets, alleys, highways, waters and other places; provide proper police force at every fire for the protection of firemen and property; protect emigrants and travelers at steamboat landings and railroad stations; see that all laws relating to elections, lotteries and lottery policies, and to the observance of Sunday, and relating to pawnbrokers, intemperance, vagrants, disorderly persons, gambling and bawdy houses, and every other kind and manner of disorder and offense against the public health and good order of society are enforced, and shall enforce all laws and ordinances which may be properly enforceable by such police force." (Sec. 9771, R. S. Mo. 1909.)

**SEC. 3. The Force.** The force may, under the law, be constituted as follows:

"A Chief of Police, at a salary of four thousand dollars per annum, and he shall not receive any fees or

perquisite; one Chief of Detectives, at a salary of two thousand and eight hundred dollars per annum; a Secretary of the Board, at a salary of two thousand and one hundred dollars per annum; Captains, not to exceed one for each police district, at a salary of one thousand and eight hundred dollars each per annum; Lieutenants, not to exceed one for each police district, at a salary of one thousand and five hundred dollars each per annum; Sergeants, not to exceed four to each police district, at a salary of one thousand and two hundred dollars each per annum; Secretary of the Chief, at a salary of one thousand and five hundred dollars per annum; a Police Surgeon, at a salary of not to exceed one thousand and eight hundred dollars per annum, to be fixed by the Board, and he shall perform such additional duties as may be prescribed by ordinance; detective sergeants, not to exceed one for every fifteen detectives, at a salary of one thousand and five hundred dollars each per annum; police detectives, not to exceed one for every fifteen patrolmen, at a salary of one thousand and three hundred and eighty dollars each per annum; patrolmen, not to exceed one for every seven hundred inhabitants, the estimate to be taken from the best known source for obtaining such information: PROVIDED, HOWEVER, that for extraordinary emergencies the Board may raise such additional force as may be deemed necessary in its judgment. The salary of regular patrolmen shall be one thousand and eighty dollars each per annum, and probationary patrolmen shall receive seven hundred and eighty dollars each per annum; police matrons, at a salary of seven hundred and twenty dollars each per annum; police signal operators, not to exceed three for each police station, at a salary of seven hundred and twenty dollars each per annum; one property clerk, at a salary of one thousand and two hundred dollars per annum; hostlers, not to exceed two for each police station, at a salary of seven hundred and twenty dollars each per annum; turnkeys, not to exceed two for each police station, at a salary of seven hundred and twenty dollars each per annum; drivers, not to exceed two for

each police station, at a salary of seven hundred and twenty dollars each per annum." (Sec. 9787, R. S. Mo. 1909.)

## RULE II.

**Legal Status of Police Department.** The laws providing a Metropolitan Police Department for Kansas City and other large cities are based on the elementary proposition that the protection of life, liberty and property and the preservation of the public peace and order in every part, division and subdivision of the state, is a governmental duty which devolves upon the state, and not upon the municipality any farther than the state in its sovereignty may see fit to impose it on or delegate it to the municipality. The right to establish the peace and order of society is an inherent attribute of government, whatever its form, and is co-extensive with the geographical limits thereof, and touching every part of its territory.

From this duty, existing in the very nature of state government, flows the corresponding power to impose upon a municipality of its own creation a police force of its own creation, and to compel its support out of municipal funds. It is almost universally conceded that police boards and Metropolitan police forces are state officers and fall clearly within legislative control. (State ex rel. Mason, 153 Mo. 23.)

## RULE III.

### TERRITORY.

**SECTION 1. Districts, Number Of.** The Metropolitan Police district embraces the entire city of Kansas City, Missouri, and is divided into ten districts, covering an area of fifty-eight and six-tenths square miles, as follows:

**SEC. 2. Boundaries, First District.** All that territory included within the following boundaries:

North Boundary—Missouri river.



South Boundary—North line of 12th street.

East Boundary—From a point located at Missouri river and Lydia avenue, south on Lydia avenue to a point immediately south of the intersection of the C. & A. railroad tracks and said Lydia avenue; thence directly east along an imaginary line extended to the bluff; thence east along the top of said bluff to the center of Jackson avenue; thence south on Jackson avenue to the north line of 12th street.

West Boundary—From a point at the Missouri river directly north of the west line of Bluff street at the intersection of 5th and Bluff streets, thence along west line of Bluff street to the Bluff street bridge; thence south along the foot of the bluff to the north line of 12th street.

**SEC. 3. Boundaries, Second District.** All that territory included within the following boundaries:

North Boundary—Missouri river.

South Boundary—Center of 21st street.

East Boundary—From a point at the Missouri river directly north of the west line of Bluff street at the intersection of 5th and Bluff streets, thence along the west line of Bluff street to the Bluff street bridge; thence south along the foot of the bluff to the center line of 21st street extended.

West Boundary—State line.

**SEC. 4. Boundaries, Third District.** All that territory included within the following boundaries:

North Boundary—North line of 12th street.

South Boundary—Center line of 31st street.

East Boundary—West line of Baltimore avenue.

West Boundary—From a point at the north line of 12th street at the foot of the bluff, south along the foot of the bluff to the center line of 21st street extended; thence west to the state line; thence south to the center line of 31st street.

**SEC. 5. Boundaries, Fourth District.** All that territory included within the following boundaries:

North Boundary—North line of 12th street.

South Boundary—Center line of 31st street.

East Boundary—Center line of Troost avenue.

West Boundary—West line of Baltimore avenue.

**SEC. 6. Boundaries, Fifth District.** All that territory included within the following boundaries:

North Boundary—Center line of 31st street.

South Boundary—South city limits.

East Boundary—Center line of Troost avenue.

West Boundary—State line.

**SEC. 7. Boundaries, Sixth District.** All that territory included within the following boundaries:

North Boundary—North line of 12th street.

South Boundary—From a point at the center of the intersection of 31st street and Troost avenue, east on 31st street to the center line of Cleveland avenue; thence north to the center line of 27th street; thence east on 27th street to the center line of Hardesty avenue.

East Boundary—From a point at the north line of 12th street at its intersection with Hardesty avenue, south on Hardesty avenue to the center line of 27th street.

West Boundary—Center line of Troost avenue.

**SEC. 8. Boundaries, Seventh District.** All that territory included within the following boundaries:

North Boundary—From a point at the top of the bluff and the center line of Jackson avenue, east to the end of the bluff; thence east along an imaginary line to the east city limits.

South Boundary—From a point at the north line of 12th street at its intersection with Jackson avenue east along 12th street to the center line of Hardesty avenue, thence south to the center line of 27th street, thence east to the east city limits.

East Boundary—East city limits.

West Boundary—From a point on the bluff and Jackson avenue south to the north line of 12th street.

**SEC. 9. Boundaries, Eighth District.** All that territory included within the following boundaries:

North Boundary—Missouri river.

South Boundary—From a point at Lydia avenue immediately south of the intersection of the C. & A. railroad tracks and said Lydia avenue east along an imaginary line extended to the bluff, thence east along the

top of said bluff to the end of said bluff, thence east along an imaginary line to the east city limits.

East Boundary—East city limits.

West Boundary—Center line of Lydia avenue.

**SEC. 10. Boundaries, Ninth District.** All that territory included within the following boundaries:

North Boundary—From a point at the center line of 31st street and Troost avenue east to the center line of Cleveland avenue, thence north to the center line of 27th street, thence east to the Blue river.

South Boundary—South city limits.

East boundary—Blue river.

West Boundary—Center line of Troost avenue.

**SEC. 11. Boundaries, Tenth District.** All that territory included within the following boundaries:

North Boundary—Center line of 27th street.

South Boundary—South city limits.

East Boundary—East city limits.

West Boundary—Blue river.

## **RULE IV:**

### **CHIEF OF POLICE.**

**SECTION 1. Executive Head of Department.** The Chief of Police shall be appointed by the Board of Police Commissioners and shall be the executive head of the Department, under the direction of the Board of Police Commissioners; provided, that the Chief shall have exclusive control of the assignment and transfer of all patrolmen and other officers in the Department under such general rules and regulations as may be prescribed by said Board.

**SEC. 2. May Suspend Officer, When.** He may suspend any policeman or police officer, except the Secretary of the Board and Surgeon, against whom complaint or charges have been made, if he shall deem it proper so to do, and such policeman or police officer shall stand suspended until the next meeting of the Board, when the Board may abate such suspension or reinstate the officer so suspended or order that the

suspension be continued until the trial upon such complaint or charges.

**SEC. 3. Power to Issue Orders.** He shall have power to give such orders, not inconsistent with the laws, regulations and orders of the Board of Police Commissioners, to the Captains, Lieutenants and subordinates of the force as he may deem proper, and it shall be their duty to render to him and his orders implicit obedience.

**SEC. 4. Reports, When Made.** He shall make written reports to the Board of Police Commissioners annually as to the condition of the force and Department with estimate of the amount necessary for its conduct, recommendations for its improvement and suggestions for the public welfare. He shall make such general and special reports as may be called for by the Commissioners and be governed in the disposition of the matters to which they relate by the orders of the Commissioners.

**SEC. 5. Directions to Subordinates.** He shall give orders and directions to his subordinates to preserve the public peace; prevent crimes and arrest offenders; protect the rights of persons and property; guard the public health; preserve order at every public election and at all public meetings and places, and on all public occasions; prevent and remove nuisances on all streets, alleys, highways, waters and other places; provide proper police force at every fire for the protection of firemen and property; protect emigrants and travelers at steamboat landings and railroad stations; see that all laws relating to elections, lotteries and lottery policies, and to the observance of Sunday, and relating to pawnbrokers, intemperance, vagrants, disorderly persons, gambling and bawdy houses, and every other kind and manner of disorder and offense against the public health and good order of society are enforced.

**SEC. 6. Discipline, Enforcement Of.** He shall have direct control and cognizance of the administration and discipline of the Police Department and force and shall at once report to the Board of Police Commissioners in writing any violation of the rules and regulations of the Police Department by members of the force.

**SEC. 7. Election Laws, Enforcement Of.** He shall on the occasion of any general or primary election detail a sufficient number of policemen to each election precinct to preserve the peace and protect the ballot boxes.

**SEC. 8. Excise Laws, Observance Of.** He shall see that all the laws of the city and state and rules and regulations of the Board of Police Commissioners relating to dramshops and excise matters are strictly obeyed and shall in writing report to the Board any violation of the same.

## R U L E V.

### CHIEF OF DETECTIVES.

**SECTION 1. General Duties.** He shall have general supervision and personal direction of the management of the Detective Department, subject at all times to the orders of the Board of Police Commissioners and Chief of Police. He shall devote his best efforts to the investigation and solution of criminal cases occurring in any part of the city. He shall see that all members of the Detective Department are assiduous and energetic and perform their respective duties in an intelligent and capable manner. He shall cause records to be kept in his office in which shall be entered daily all the transactions of the detective force in detail, including the assignments and work performed daily by each member. He shall give professional pickpockets, safe-blowers, burglars and other thieves his special attention at all times, and shall use all legal means to suppress, imprison or drive them from the city.

**SEC. 2. Reports to Be Made.** He shall report through regular police channels (a) all dramshop keepers who permit crooks, thieves, etc., to frequent their places of business, and (b) other matters of importance with relation to crime and criminals.

**SEC. 3. Pawnshop Ordinances, Enforcement Of.** He shall detail such number of men in his command as he may deem necessary to strictly enforce the laws and

ordinances relating to pawnshops and second-hand stores, and to examine pawnbrokers' books with a view to the identification and recovery of stolen property.

**SEC. 4. Assignments.** He shall make such assignments for special work as he may deem for the best interests of the Department and the public at large.

**SEC. 5. Acting Chief of Police, When.** He shall in the absence of the Chief of Police be the Acting Chief of Police and executive head of the Police Department and shall have and exercise all the powers conferred on the Chief of Police.

**SEC. 6. Crimes, Investigation Of.** He shall, when a crime has been reported to his Department, assign the case to one or more of his men, who shall make detailed reports to him as frequently as may be required by the facts developed, withholding neither names nor details which may be essential to the case.

**SEC. 7. Uniform Branch, Co-operation With.** He shall at all times co-operate in his work with the uniform branch of the Department and endeavor at all times to see that the utmost harmony prevails between his branch of the service and the uniform branch of the Department.

## RULE VI.

### CAPTAIN.

**SECTION 1. District, Command Of.** Each Captain will be held responsible for the preservation of the peace and the prevention and detection of crime within his district and for the enforcement of all laws and ordinances and for all rules and regulations of the Police Department and for the proper performance of police duty by everyone under his command and the rigid maintenance of police discipline in his district. He shall also see that all reports required are made and transmitted promptly and that they are accurate and complete.

**SEC. 2. Arrests, Reports Of.** He shall see that all arrests and violations of law are promptly reported to the Chief of Police with such details as may be necessary.

**SEC. 3. Violation of Rules.** He shall see that any violation of any rule or regulation of the Police Department by any member under his command is promptly reported to the Chief of Police.

**SEC. 4. Violation of Excise Laws.** He shall see that any violation of any law, rule or regulation concerning dramshops or excise matters in his district is promptly reported to the Chief of Police.

**SEC. 5. Report for Duty, When.** He shall report at his station not later than 9 a. m. to receive the reports of his subordinates and to perform all other official duties devolving upon him.

**SEC. 6. General Charge of Station.** He shall, in his district, have general charge and control of the station, barns, etc., which he shall inspect at least once a week and shall see that such duties are performed as shall keep the same clean and in good order.

**SEC. 7. Control of Subordinates.** He shall have control of all subordinates under his command and will be held responsible for their conduct and efficiency. He shall see that each one attends to his respective duties faithfully.

**SEC. 8. Uniforms and Appearance.** He shall require all men under his command to be attired in the regulation uniform, according to season, and to be neat and clean in their appearance at all times and shall see that each relief is inspected daily when reporting for duty, the men formed in line, the condition of the men and their arms and equipment carefully inspected; all orders and reports pertaining to their duties read and explained to them and if from any cause a man be found unfit for duty, he shall see that he is immediately relieved from duty and that this action is promptly reported to the Chief of Police.

**SEC. 9. Custody of Prisoners.** He shall at the time the Municipal Courts are opened cause the prisoners who may have been detained at his station during the preceding night and all property found in their possession to be conveyed to court for disposition, and shall see that all witnesses for the prosecution, including policemen, are present at the trial.

**SEC. 10. Investigation of Crimes.** He shall have

every complaint or violation of any city ordinance or other matter requiring attention, investigated at once and cause the same to be remedied without arrest when deemed advisable, but in case the person or persons responsible do not remove or remedy the cause of complaint, prosecution should immediately follow.

**SEC. 11. Children Under Certain Age.** He shall see that no child under fourteen years of age is, under any circumstances, incarcerated in any jail, holdover or matron's room.

**SEC. 12. Second Alarm of Fire.** He shall, at any second alarm of fire in his district, proceed forthwith with all reserve force, if necessary, to the fire and be diligent in protecting property and preserving order.

**SEC. 13. Riots, Suppressing.** He shall, in case of riot or other emergency requiring the presence of a large body of officers, immediately proceed to the scene of action and be prompt and energetic in suppressing the same, and in case reinforcements are required, notify the Chief of Police of such fact.

**SEC. 14. Important Cases, Personal Investigation.** He shall take personal charge of the investigation of any great crime, serious accident or other occurrence which may be committed or happen in his district at any hour of the day or night, and instruct his subordinates to notify him of such occurrences.

**SEC. 15. Celebrations, Parades, Etc.** He shall, without waiting for specific instructions, provide a proper and sufficient detail of police at all public functions, celebrations, parades, etc. He shall report in writing to the Chief of Police as far in advance as possible the date and details of all such functions.

**SEC. 16. Commendatory Reports.** He must be diligent in reporting in detail to the Chief of Police all cases of special faithfulness to duty or of exceptional intelligence, skill or bravery in the performance of duty on the part of any member of the force under his command.

**SEC. 17. Enforcement of Orders.** He will be held responsible for all orders given through him to subordinates.

**SEC. 18. Drill Instructions.** He shall drill the officers



and patrolmen in military movements at such times and places as may be ordered by the Chief.

**SEC. 19. Investigation of District.** He shall, as often as practicable, visit all parts of his district, noting all violations of laws and ordinances and take such steps as may be necessary to correct the same, and in locations where crimes are frequently committed he shall give the matter his personal attention, ascertain whether or not the officers and patrolmen in that locality are faithfully performing their duties and if he finds any negligence on the part of any officer or patrolman report the same to the Chief of Police.

## **RULE VII.**

### **LIEUTENANT.**

**SECTION 1. Powers of Captain, When.** He shall perform the same duties and be under the same rules and regulations and possess and exercise the same powers as a Captain, when he is assigned in command of a district.

**SEC. 2. In Charge in Absence of Captain.** In the absence of the Captain he shall perform all of the official duties required of the Captain and during such absence shall possess and exercise all the powers of a Captain.

**SEC. 3. Set an Example.** He shall obey all orders, set an example of sobriety, skill, discretion, industry and promptness to the Sergeants and patrolmen under his command and shall at all times appear neatly attired and clean in his person and equipment.

**SEC. 4. Personal Charge of Subordinates.** He shall be immediately accountable for the good order, discipline and personal appearance of the members directly under him and shall make himself thoroughly acquainted with the capabilities of the patrolmen in his district. He shall be present at roll call and note if the men are properly attired and equipped for the performance of duty; that their stars and other insignia of office are in their proper places; that they are neat and clean in their persons and are fit to perform their duty.

Members failing to observe these requirements should be reprimanded and reported to the Captain of the district.

**SEC. 5. Familiar With Rules and Regulations.** He shall see that the books of rules and regulations are preserved by the members of his command and that each one is well acquainted with the contents and thoroughly understands the same.

**SEC. 6. Responsible for Condition of Station.** He shall be charged and held personally responsible for the good order and cleanliness of the station and shall have immediate charge of those whose duty it is to keep the same in condition.

**SEC. 7. Responsible for Prisoners.** He shall be held immediately responsible for the treatment received by prisoners while in his station and under no circumstances shall he permit unnecessary violence to be used in managing a prisoner. When a prisoner is in need of medical attendance he shall see that a doctor from the Board of Health is summoned at once.

**SEC. 8. Investigation of Arrests.** He shall take immediate charge of every prisoner brought into his station and if upon inquiry into the particulars of the case, in consultation with the officer making the arrest, he is satisfied that there is not sufficient cause for the arrest, he may release the prisoner and make a report of the same. If he is satisfied that there is sufficient cause and evidence to secure conviction, he will hold the person and cause the proper entry to be made on the blotter; cause the prisoner to be searched and take charge of all money or valuables found on the prisoner, together with any weapon or dangerous instrument; give the prisoner a receipt for all property taken, carefully marking said property with the prisoner's name and date said property was taken; property to be held as evidence to be so marked and then turned over to the property clerk.

**SEC. 9. Re-searching of Prisoners.** He shall from time to time re-search prisoners in order to satisfy himself that the turnkey is performing his duty properly.

**SEC. 10. Fires, Riots, Etc.** In cases of extensive

fires, riots or other emergencies, if the Lieutenant finds the force under his command insufficient for the occasion, he shall notify the Captain in charge of the district that his services are required and call for assistance from the Chief of Police.

**SEC. 11. Time Rolls.** He shall be held personally responsible and accountable for the time rolls and see that the same are correctly reported to the Captain of his district.

**SEC. 12. Service of Legal Papers.** He shall see that all papers issued from Municipal and other courts and directed to his district for service are promptly served, using good judgment and discretion in serving warrants for misdemeanors at night; see that proper returns are made on original writs and said writs forwarded to the respective courts.

**SEC. 13. Crimes of Importance.** He shall, when a crime of great importance has been committed in his district, personally investigate it and take such further action as the exigency of the case suggests and report to his Captain his action thereon.

**SEC. 14. Absent Without Leave.** He shall not leave his post of duty without permission of the Captain unless in a case of emergency or on important police business.

**SEC. 15. Reports, How Made.** He shall make all reports in writing and address the same to the Captain of his district, who shall forward the same to the Chief of Police.

**SEC. 16. Report for Duty, When.** He shall promptly report for duty at such times as ordered by the Captain, and must not absent himself from duty until regularly relieved.

## RULE VIII.

### SERGEANT.

**SECTION 1. Powers When in Command.** He shall perform the same duties and be under the same rules and regulations and possess and exercise the same powers as a Captain, when he is assigned in command of a district.

**SEC. 2. In Absence of Captain and Lieutenant.** In the absence of a Captain and Lieutenant from a district, the Desk Sergeant shall perform all of the official duties required of the Captain and Lieutenant.

**SEC. 3. In Absence of Lieutenant.** In the absence of a Lieutenant or when he is assigned in charge of the station as a Desk Sergeant, he shall perform all the official duties of the Lieutenant and possess and exercise all the powers of a Lieutenant.

**SEC. 4. Enforce Rules and Regulations.** A Sergeant shall stand at the head of the line at roll call next to the main entrance of the station, and shall head his men as they emerge from the station in military order, and accompany them to their posts as far as such action is practicable. He shall insist on every man in his command performing all the duties required of him and strictly obeying the rules and regulations of the department. In all cases where he learns that any of his subordinates have been guilty of conduct of any kind prejudicial to the good order and discipline of the Department, he shall at once report the facts in writing to his commanding officer.

**SEC. 5. Neglect of Duty Not to Maintain Discipline.** As the efficiency of the Department depends to a large extent upon the energy and ability with which a Sergeant discharges his duty, he will be deemed to be guilty of neglect of duty when those under his command are habitually lax and indifferent in the performance of their duties.

**SEC. 6. Patrol Posts.** He shall remain on the street during his hours of duty from the time his men leave the station until they return, except when otherwise ordered by his Lieutenant, or other commanding officer. He shall patrol his district, and see each patrolman as often as possible and observe the manner in which he performs his duties, and when necessary instruct him on the best manner in which to perform any police business. In case a patrolman cannot be found on his post after a careful effort, instructions shall be given to the patrolmen traveling adjoining posts to cover the missing man's post until otherwise notified, or until relieving time, and report to the officer in command

the name of the missing man and the cause of absence, if ascertained. While out on patrol duty he shall occasionally call up his station, so that he may receive any information which may be important for him to know.

**SEC. 7. Fire, Riots, Etc.** In case of fire, burglary, riot or other emergency he shall immediately send information of the same to the officer in command at the station and in the meantime take such action as the emergency of the case may require.

**SEC. 8. Special Orders.** He shall, under the orders of the Captain or Lieutenant of the district to which he is assigned, perform such duties at such hours of the day or night as shall be directed by those officers.

**SEC. 9. Memorandum Book.** He shall keep a memorandum book, in which shall be kept a correct record of all matters of interest that may come to his notice during his tour of duty; also all neglect of duty on the part of his men, and report the same in writing to his Lieutenant.

**SEC. 10. Investigation of District.** He shall as often as practicable visit all parts of his district, noting all violations of laws and ordinances and take such steps as may be necessary to correct the same. He shall visit the different parts of the posts of duty of his subordinates at uncertain hours of the day and night to ascertain if the men under him are faithful in the discharge of their duty. He shall report in writing any violations of the rules or regulations of the Department or any defects or delinquencies which he may discover on such tours of inspection and make such suggestions as he may deem advisable for the improvement of police management or discipline.

**SEC. 11. Familiar with Laws and Regulations.** He shall familiarize himself with the laws and regulations he is required to enforce, and the rules and regulations governing the Police Department, in order that he may be able to intelligently advise and direct the actions of those subordinate to him.

**SEC. 12. Report for Duty, When.** He shall promptly report for duty at 6:30 a. m. or 6:30 p. m. each day,

unless otherwise ordered by commanding officer, and must not absent himself from duty until regularly relieved.

## RULE IX.

### SERGEANT OF DETECTIVES.

**SECTION 1. Assistant to Chief of Detectives.** He shall be assigned to the Chief of Detectives as assistant to him, and shall perform such duties as said Chief of Detectives may direct from time to time.

**SEC. 2. Acting Chief of Detectives, When.** He shall, in the absence of the Chief of Detectives, be the Acting Chief of Detectives and shall perform the official duties, and shall possess and exercise the same powers as the Chief of Detectives.

**SEC. 3. Orders Must Be Obeyed.** He shall be next in rank in the Detective Department to the Chief of Detectives and any orders issued by him will be respected and obeyed by all the members of the Detective Department.

**SEC. 4. Personal Charge of Detectives.** He shall, in the absence of any specific instructions from the Chief of Detectives, see that the detectives make the proper reports on all matters referred to them and shall personally see that each detective is properly informed as to his duties. He shall also do general duty with the other detectives.

**SEC. 5. Command at Night.** He shall, when assigned to duty in command of the Detective Department in the night, perform all the official duties that may be required of the Chief of Detectives and shall possess and exercise the same powers as the Chief of Detectives.

## RULE X.

### DETECTIVES.

**SECTION 1. General Duties.** It shall be the duty of all members detailed as detectives and to the Detective Department to co-operate with all other mem-

bers of the force in the prevention of crime and the detection of the same and in the arrest of criminals. To secure co-operation and unity of action in the Detective Department each member shall report in writing each day to the Chief of Detectives the result of all the work he has been engaged in for the previous twenty-four hours. He shall report such other information as he may in any way obtain of any occurrences or circumstances bearing in any way upon any crime that may have been committed or tending to throw light thereon or that may be of assistance to the Department in leading to the arrest of any criminal. All reports shall be made to the Chief of Detectives.

**SEC. 2. Private Work Forbidden.** Cases shall be assigned to the detectives by the Chief or by the Sergeant of Detectives in the absence of the Chief of Detectives. A detective who is called upon to do detective work by any person outside of the Department shall first report the matter to the officer in command.

**SEC. 3. Reports on Cases.** Each member of the Detective Department shall keep accurate notes of all work assigned to him and the progress made in his investigations. As progress is made in each case he shall report the same to the officer in command. When more than one man is assigned to a case, he shall write in his report the name or names of his associates.

**SEC. 4. Instructions About Cases.** If a detective becomes convinced that further progress in any case assigned to him is improbable, he shall at once report for instructions to the officer in command.

**SEC. 5. Report for Duty, When.** All detectives must report for duty not later than 8:45 a. m., unless excused by their commanding officer, and must be present and witness the "show-up" at 9 a. m.

## RULE XI.

### PATROLMEN.

**SECTION 1. Prevention of Crime.** The prevention of crime and the arrest and prosecution of criminals

being the most important duties of policemen, their best efforts shall be constantly directed to accomplish that end intelligently and efficiently.

**SEC. 2. Patrol Posts.** Patrolmen shall faithfully patrol their respective posts while on duty. They must not conspicuously follow any certain route with regularity, but should occasionally go through their posts by way of alleys, yards, private passageways, retrace their steps, or stand quietly in the dark, listening, alert and prepared for any emergency.

**SEC. 3. Report for Duty, When.** They must report at station houses for duty at the time designated; uniforms neat and in proper condition.

**SEC. 4. Posts, Reporting From.** During their respective tours of patrol duty, they shall report to the operators from patrol boxes, or otherwise, at such times and places as may be designated by their commanding officers. This, however, should not prevent an officer from remaining at any particular place for any length of time, if his presence be required to watch suspicious characters, or any other legitimate police business, but he shall satisfy his superior officers that there was sufficient cause for such action. When signaling from patrol boxes, they should not leave until assured that their signals have been duly received by their respective operators, unless the apparatus is out of order, in which case report shall be made from nearest box on post.

**SEC. 5. Posts, Inspect Every Part Thereof.** They shall carefully inspect every part of their posts as often as possible, and by their vigilance and activity render it difficult for anyone to commit crime therein. When offenses occur frequently on any particular post, the patrolman traveling said post will be presumed to be guilty of neglect of duty or inefficiency, and treated accordingly.

**SEC. 6. Vigilance at Night.** They shall exercise the utmost vigilance and activity at night, and closely scrutinize all persons whom they encounter, especially after midnight and in the early hours of the morning, and when in their opinion the occasion demands it, courteously but rigidly question such persons as to their



names, addresses, cause of their being on the streets, or such other particulars as may be required to prove that they are law-abiding citizens. Should any person fail or refuse under such circumstances to give a good account of himself, he should be taken to the station. If patrolmen see anyone carrying or otherwise conveying goods under circumstances which lead to a strong suspicion that such goods were stolen, they should stop and closely question the person. If the appearance, explanation and manner of such person, together with other circumstances connected with the case, indicate that the goods were stolen, the suspected person should be arrested and sent to the station together with the goods. But if the suspicion be slight, patrolmen should quietly follow with a view of discovering where the goods may be deposited. In all such cases good judgment and discretion should be exercised.

**SEC. 7. Posts, Secure Information as to Conditions, Etc.** They shall endeavor to ascertain the character of the residents of their respective posts, their occupations, habits, etc., and communicate such information to their commanding officers, particularly in cases of all forms of gambling, houses of assignation or bad repute, and by whom frequented, and any other matter of interest to the Police Department.

**SEC. 8. Bad Characters, Keep Track Of.** They shall as far as possible watch and keep track of all persons of known bad character. They shall note the arrival and actions of such persons and report particulars to Sergeants or other superior officers.

**SEC. 9. Streets or Sidewalks, Report Dangerous Condition Of.** If they observe anything on the streets or sidewalks likely to prove dangerous or inconvenient to the public, they shall, if possible, remove or cause the same to be removed without delay. If such obstruction exists in violation of any ordinance, the person responsible should be notified to remove the same, and if he fails to do so the officer in command should be informed, and his directions in the matter followed. They shall also report the location of all lamps which are not lit at the proper time, or are in any way out of order. They shall be held to be guilty of neglect,

of duty for failure to promptly report to their commanding officer any dangerous condition of the sidewalks or streets on their respective posts.

**SEC. 10. Excise Regulations, Violation Of.** They shall carefully observe if saloons on their respective posts are conducted in accordance with the provisions of the city ordinances and state laws and the rules and regulations of the Board of Police Commissioners governing the same, and report all violations to their commanding officers.

**SEC. 11. Not to Walk Together.** They must not walk together on the boundaries of their respective posts while on duty, or stand conversing with each other, or with persons whom they meet, unless it be on matters relating to police business.

**SEC. 12. Not to Use Baton.** They shall not use their batons except when necessary to subdue a refractory prisoner or in the most urgent cases of self-defense.

**SEC. 13. Information Furnished.** They shall furnish such information and render such aid to all persons, when required, as is consistent with their duties, and they shall at all times, when on duty in uniform, keep their badges in sight, and give their names and numbers when required.

**SEC. 14. Lost Children, Care Of.** They shall care for all lost children or infants by taking them to the residence of their parents if located within the bounds of their post, if the same be known. If the residence is not known they shall notify their commanding officer and receive instructions.

**SEC. 15. Sudden Deaths.** They shall take note of sudden deaths where there is reasonable ground to suspect criminality, and render immediate aid in case of accident or illness in the street, ascertaining all important particulars connected therewith, making record thereof, and report the same.

**SEC. 16. Permits for Excavations in Streets.** It shall be the duty of all officers, on observing or on being informed of the opening of or excavation in any street or avenue, to require the person making such opening or excavation to exhibit the authority or per-

mission for such opening; and if none has been given by the proper officer, or if the exhibition thereof be refused, said officers shall without delay report the same to the Commissioner of Streets and their commanding officers.

**SEC. 17. Permits for Blasting, Etc.** Permits shall also be required of persons prosecuting the business of blasting, or making connections with water mains or sewers.

**SEC. 18. Reports, How Made.** All reports must be in writing and addressed to the officer in charge of the district, and signed with the full name and number of the star.

**SEC. 19. Attendance at Court.** Patrolmen on night duty who have been in attendance at court most of the day shall get a note from the court officer to their commanding officer stating the time their case was disposed of, and the commanding officer may, if he deems it advisable, excuse them for the latter part of the night.

**SEC. 20. Batons.** Patrolmen shall not swing or toy with their batons, but shall carry them as inconspicuously as possible.

**SEC. 21. Bulletin.** They shall carefully peruse the Bulletin issued by the Department and familiarize themselves with matters referred to therein.

**SEC. 22. Examination of Doors, Etc.** They shall, during their tour of patrol duty, frequently examine the doors, low windows and arcways of buildings on their beats with a view to ascertaining if they are properly secured at night; and shall also give vacant houses the same attention during the day as well as night. If any are found open, they shall be reported to the station after steps have been taken to secure them.

## RULE XII

### TURNKEYS.

**SECTION 1. General Duties.** The turnkeys shall have charge of the holdover at their respective stations and will be held responsible for the safe keeping of all prisoners given into their charge, and shall be subject

to the orders of the commanding officer of their district. They shall report any neglect on the part of the hostler in keeping the holdover clean.

**SEC. 2. Meals for Prisoners.** They shall furnish the prisoners with their meals at the proper hours and shall inspect the holdovers when going to work and when leaving work and report to their commanding officer any damage that may have been done by the prisoners during their imprisonment.

**SEC. 3. Inspection Every Hour.** They shall at least once each hour in the day or night make the rounds through the holdover and shall by vigilance prevent escapes or suicides, administering medicine to the sick as directed by the physician and report persons taken sick in the holdover.

**SEC. 4. Inquiries Regarding Prisoners.** They shall refer all persons making inquiries regarding prisoners together with all letters or messages to and from prisoners to the commanding officer of the district and refrain from all unnecessary conversation with prisoners under their charge.

**SEC. 5. Absent Without Permission.** They shall not absent themselves from their post of duty except by permission of their commanding officer to whom they must deliver their holdover keys.

**SEC. 6. Shall Give Information, When.** They shall remain on duty until properly relieved and inform the turnkeys relieving them of all matters relating to the efficient performance of their duties.

**SEC. 7. Record of Prisoners.** They shall keep a careful record of all persons delivered into their custody in record books provided for that purpose. When they are relieved from duty their relieving partners shall give them a receipt for all prisoners delivered to them.

**SEC. 8. Searching Prisoners.** They shall be held personally accountable for the searching of all prisoners and will see that all valuables, dangerous weapons, etc., are taken from the prisoners before they are placed in the holdovers.

**SEC. 9. Unnecessary Force.** They shall not use force of any kind towards a prisoner except when

necessary to subdue a refractory prisoner or in the most urgent cases of self-defense.

**SEC. 10. Recommendation of Attorneys, Bondsmen, Etc.** They shall at no time recommend attorneys, bondsmen, etc., to prisoners.

**SEC. 11. Requests of Prisoners.** They shall transmit all requests of prisoners for attorneys, permission to use telephone and similar requests to the commanding officer of the station for his disposition.

## RULE XIII.

### DRIVERS.

**SECTION 1. Under District Commander.** Drivers of patrol wagons and ambulances shall be under the directions of the commanding officers of the districts to which they are assigned.

**SEC. 2. Report for Duty, When.** They shall report for duty at their respective stations in full uniform promptly either at 6:30 a. m. or 6:30 p. m. and remain on duty until regularly relieved by the driver of the other detail or the commanding officer.

**SEC. 3. Responsible for Irregularities.** They will be held responsible for the health, care and comfort of the horses in their charge and the cleanliness of the harness during their hours of duty. They shall report to their commanding officers whenever any hay, oats or other feed not up to grade or quality is delivered at their respective barns. On reporting for duty they shall carefully examine the condition of the stock before assuming charge, and if they detect anything irregular they shall notify their commanding officer at once, otherwise it shall be taken for granted that such irregularities occurred during the hours of service of the driver in whose custody the stock is when the discovery is made. Any neglect to report a defect in harness, ailment of a horse or injury to it will be considered neglect of duty.

**SEC. 4. Shoeing of Horses.** No horse shall be shod unless order for the same is issued by the Secretary to the Board of Police Commissioners except in cases

of extreme necessity. Drivers shall personally take their teams to the blacksmith shop designated by the Secretary to the Board of Police Commissioners, and no bar shoes or pads of any description shall be put on without the latter's permission, as he will be held responsible for the shoeing and the issuing of requisitions for the same.

**SEC. 5. Reckless Driving Prohibited.** Dangerously fast driving is strictly prohibited. Drivers shall not drive their horses faster than a brisk trot, except when in the immediate pursuit of criminals or in other cases of an urgent nature. They shall be held responsible for their teams at all times, and for all collisions or accidents occasioned by their carelessness or incapacity. Whether a collision is caused by the carelessness of the driver or that of any other person or by unavoidable accident, whereby any vehicle or other property is damaged, or any person injured, by the horses and wagons of their detail, they shall ascertain the extent of the injury to person or property, and submit full report thereof with names of all witnesses to their commanding officer.

**SEC. 6. Right of Way for Fire Department.** Drivers shall at all times give the right of way to fire engines or other vehicles of the fire department.

**SEC. 7. Sleeping on Duty.** Drivers while on duty will not be allowed to lie down and sleep. They shall be on the alert, ready for any call or emergency at all times.

**SEC. 8. Use of Patrol Wagon.** The patrol wagon must not be used for errands or calls at the different stations except when necessary, and no person other than members of the force on duty and those in custody shall be permitted to occupy the wagons at any time.

**SEC. 9. Response to Calls.** Calls for the patrol wagons must be responded to as promptly and expeditiously as safety will permit.

**SEC. 10. Use of Gongs.** The gongs on the patrol wagons shall not be sounded unnecessarily.

**SEC. 11. Lamps Lighted, When.** The lamps on the

patrol wagons shall be kept lighted between sunset and sunrise.

**SEC. 12. Obey Traffic Regulations.** The patrol wagons must at all times obey all the ordinances and rules and regulations governing traffic vehicles.

**SEC. 13. Chauffeurs to Observe Rules.** Chauffeurs will be required to observe the above rules insofar as they are applicable to them.

## RULE XIV.

### SECRETARY TO BOARD OF POLICE COMMISSIONERS.

**SECTION 1. Record of Official Acts.** The Secretary to the Board of Police Commissioners shall, under the direction of the Board of Police Commissioners, keep a record of all the official acts of the Board of Police Commissioners in an orderly and business-like manner and shall preserve and keep all books and papers belonging to the Department which are filed in his office and shall perform such other duties as may be assigned him.

**SEC. 2. Charge of Supplies.** He shall receive all requisitions for supplies, and when articles called for are not in stock or contracted for, and cost of which is not in excess of \$25, make an order for same and see that they are properly delivered. If the cost price of same is in excess of \$25, he shall report the necessity therefor to the Board of Police Commissioners and receive its orders in reference to the same. He shall receive and distribute all the blanks, books and stationery used in the Department and see that the same conform in all respects to the specifications and samples.

**SEC. 3. Audit Bills.** He shall receive and have records made of all bills for work done or supplies furnished to the Department of every kind and description, which bills shall, when correct, be duly approved and submitted to the Board of Police Commissioners for their approval and certification to the City Comptroller and City Auditor for payment.

**SEC. 4. Similarity of Names.** When any person is appointed whose name is the same as that of some one or more members already in the service, all of said persons shall be known, distinguished and designated for all purposes in the Department by their own proper names, with the proper numeral annexed, giving to the first person appointed the lowest number, and so on in the order of their appointment.

**SEC. 5. Records to Be Kept.** He shall have immediate charge of all the books, records and papers connected with his office, and have them kept in a systematic and business-like manner. In addition to any other books essential to the business of the office and of the Department, he shall keep the following records:

**SEC. 6. Register of Names and Records.** A register wherein shall be entered the name of every member of the Police Department, arranged alphabetically, with his or her age, place of nativity, former occupation, residence, date of appointment, discharge, resignation or death; fines, suspensions, commendations, complaints, etc., with the cause and nature thereof, written in full.

**SEC. 7. Register of Special Policemen.** A register similar in arrangement to the last named, in which shall be entered the name of every special policeman appointed for special police service in the departments of the city, or for corporations, firms or individuals, with his residence, date of appointment, upon whose application or recommendation, number of star, date of resignation or discharge, cause and remarks.

**SEC. 8. Account Books.** Account books for current and incidental expenses of the Department.

**SEC. 9. Payrolls.** A record of the general semi-monthly payrolls and special payrolls approved by the Board of Police Commissioners and certified to the City Auditor and City Comptroller. All semi-monthly time rolls of the Department shall be filed and preserved by the Secretary in chronological order.

**SEC. 10. Miscellaneous Records and Books.** He shall keep such other records and books as may be ordered by the Board of Police Commissioners from time to time to be kept.



**SEC. 11. Inventory of Department.** He shall once a year cause a full and complete inventory to be taken of all property, papers, things or representatives of value belonging to the Metropolitan Police Department. He shall then submit one copy of said inventory to the Board of Police Commissioners, and another copy to the Chief of Police for his annual report. He shall through his office provide for and handle all uniform cloth and equipment as directed by the Board of Police Commissioners and through his office furnish the same to the members of the Police Department at cost.

**SEC. 12. Office Shall Be Kept Open, When.** The office of the Secretary to the Board of Police Commissioners shall be open every day except Sunday and legal holidays, from 8 a. m. to 5:30 p. m.

**SEC. 13. Charge of Repairs and Construction.** He shall have supervision of all repairs and construction work under the direction of the Board of Police Commissioners. The construction and repairing of patrol wagons, ambulances, buggies and other vehicles used by the Department, repairing of all harness, and the repairing, cleaning and painting of all stations and barns, shall be done under his supervision.

## **RULE XV.**

### **SECRETARY TO CHIEF OF POLICE.**

**SECTION 1. Reports to Chief of Police.** He shall make reports directly to the Chief of Police.

**SEC. 2. Confidential Staff Officer to Chief of Police.** The status of the Secretary to the Chief is that of a confidential staff officer. He reports directly to the Chief himself and takes instructions from him only. He is authorized to transact such business with the public as may be possible, the object being to bring to the attention of the Chief only such matters of importance as require the Chief's personal attention.

**SEC. 3. Orders to Be Obeyed.** Any memorandum or order stating that the directions therein contained are by order of the Chief, and signed by the Secretary

to the Chief, will be obeyed as an order from the Chief. Any official of the Department or member of the Force who receives such an order and doubts its propriety or legality will first obey the order and then bring the matter to the personal attention of the Chief at the earliest opportunity.

SEC. 4. Additional Duties. He shall as Secretary to the Chief of Police perform such other duties as from time to time the Chief of Police may order and direct.

## RULE XVI.

### BUREAU OF IDENTIFICATION.

SECTION 1. Superintendent of, Duties. The Bureau of Identification shall be in charge of a Superintendent, who shall be under the direction of the Chief of Police, and shall have full control of all matters pertaining to the taking of photographs, Bertillon and other measurements of criminals and the securing of their records.

SEC. 2. Criminal Records. He shall obtain as complete a record as possible of every criminal brought to the Bureau of Identification, and for this purpose only may correspond with the Chiefs of Police, Wardens of Penitentiaries, or other persons, for information, with the approval of the Chief of Police.

SEC. 3. Criminal Records for Trials. He shall furnish the Prosecuting Attorney and the City Counselor or their assistants with such photographs and records of criminals as may be required in the prosecution of cases in the Criminal or Municipal courts. He shall give particular attention to the presenting of the records of habitual criminals when such evidence is admissible.

SEC. 4. "Rogues' " Gallery. He shall cause to be printed with descriptions and records a sufficient number of photographs and records of criminals whom the police should know and be on the lookout for to fill the requirements of the entire Police Department. Such photographs and records so made shall remain in cabinets and galleries in the office of the Bureau of

Identification. No photographs or records shall be removed from these cabinets or galleries except on approval of the Chief of Police or the Board of Police Commissioners.

**SEC. 5. Reports, When Made.** He shall prepare and forward on the first of each month a report of the work performed during preceding month, giving all information which may be of value in the Bureau of Records or annual report of the Chief of Police.

**SEC. 6. Prisoners to Be Taken to Bureau of Identification.** All persons arrested and held to the Criminal Court on the charge of felony shall be taken to the Bureau of Identification by the officer making the arrest, unless otherwise ordered by the Chief of Police, in order that all the facts concerning such cases may be readily secured for record.

**SEC. 7. Fugitives From Justice, Record Wanted.** All fugitives from justice, those returned to Kansas City, Mo., from other cities, as well as those arrested in Kansas City, Mo., for the authorities of other cities, shall, when possible, be taken to said Bureau to be photographed and measured before being taken to the county jail or turned over to messengers.

**SEC. 8. No Exceptions.** Even though the photographs and measurements of above mentioned persons are already in the Bureau, no exception shall be made, as their history in the interim is as much desired as their photographs and measurements.

## RULE XVII.

### BUREAU OF RECORDS.

**SECTION 1. Superintendent Of.** This branch of the service shall be under the direct supervision of the Secretary to the Chief of Police. He shall be subject to the orders of the Chief of Police only, who will from time to time assign to him such assistants as may be necessary.

**SEC. 2. General Supervision of Station Books and Records.** He shall have general supervision of all books and records at the several police stations and bureaus

of the Department (except the records of the Secretary to the Board of Police Commissioners), insofar as they relate to the record of his office, and to that end shall see that they are kept in a uniform and business-like manner. His requests in these matters shall be strictly complied with. He shall have the authority to personally call for any reports which he may require to complete the files of his office, and any non-compliance with such requests shall by him be called to the attention of the Chief of Police.

**SEC. 3. Compilation of Statistics.** He shall prepare and compile all statistics required by the Chief of Police, and for that purpose shall keep a correct record of all reports received in a systematic and business-like manner, and have same properly indexed.

**SEC. 4. No Information to Be Given Out.** No information in the Bureau of Records shall be given to anyone except under the regulations of the Bureau, as approved by the Chief of Police.

**SEC. 5. Direction and Control.** He shall control and direct the clerks and employes in the Bureau of Records and report any neglect of duty or violation of the rules on their part to the Chief of Police.

## RULE XVIII.

### PROPERTY CLERK.

**SECTION 1. Property Clerk to Give Bond.** The Property Clerk or custodian of lost, stolen and other property recovered by members of the Department shall, before entering upon the duties of his office, execute and deliver to the Board of Police Commissioners a bond in such penalty and with such sureties as shall be approved by the latter, having due regard to the value of the property from time to time in his hands, conditioned upon the faithful performance of his duty as such Property Clerk, and payable as the law directs in the case of official bonds.

**SEC. 2. Keep Record of Property Received.** He shall receive and take care of all property delivered to him by members of the Department, and shall receipt

therefor on the blank furnished, keeping a record of the same, showing the date he received it, its description and value, name and residence of the owner, if known, place where found, date of finding, person from whom taken, name of officer in case, and the general circumstances connected therewith. All articles shall be numbered for convenience of reference and monthly report thereof made to the Chief of Police.

**SEC. 3. Responsible for Safe-Keeping of Property.** He will be held strictly responsible for all property delivered to him, and he shall keep the same safely until properly disposed of.

**SEC. 4. Property Held as Evidence.** In all cases where property is held by the Property Clerk as evidence, he shall, when the same is needed in court, allow the officer in the case to have temporary custody of it, with the understanding that it shall be returned as soon as the court will permit; receipts therefor to be exchanged.

**SEC. 5. Property, Disposition Of.** All property coming into the hands of the Property Clerk shall upon order of the court in which the case is determined be delivered by him to the person entitled thereto, and he shall take the receipt of the person or persons to whom the property is delivered and place the same upon record. Any property the ownership of which is not ascertained shall be disposed of by the Chief of Police, as provided by law.

**SEC. 6. Annual Sale.** The Property Clerk shall annually on the 15th day of April render to the Chief of Police a full and complete inventory of all property, money, papers, things of value and representing value received by him during the preceding twelve months, and also a separate report of all property remaining in his hands as such Property Clerk for the full space of one year without being identified by the owner and not needed in evidence in any court. All such property, numbered in each case according to the record, shall, with all convenient dispatch, unless otherwise directed by the Chief of Police, be offered for sale at public auction at some prominent place in the city, after giving ten days' notice thereof by advertisement in news

papers. He shall convert all such property into cash and make itemized report of such sale to the Chief of Police, certified to by the auctioneer, if one is employed, and by himself. He shall also submit a separate report of all property on hand after sale is made.

**SEC. 7. Perishable Property.** When property of a perishable nature comes into the hands of the Property Clerk, or of such character that the same cannot be kept without being destroyed or greatly impaired in value, or that the expense of keeping same in proper care would be likely to very largely absorb its value, he shall make a written report of the same to the Chief of Police, giving the character and circumstances of the case in detail. He shall, upon permission being given by the Chief of Police, sell such property, after giving reasonable notice thereof, as the circumstances may warrant.

**SEC. 8. Part of Bureau of Records.** The Property Clerk shall be a part of the Bureau of Records, and all reports made by him must be made through the Secretary to Chief of Police, and all orders of the Secretary to Chief of Police must be obeyed accordingly.

## RULE XIX.

### DRILLMASTER.

**SECTION 1. General Duties.** The Drillmaster shall drill such employes of the Metropolitan Police Department and at such times as the Chief of Police may select and designate. He shall give them instructions also in military, baton, first aid to the injured and setting up exercises and target practice.

**SEC. 2. Members of Department Must Participate.** It shall be deemed neglect of duty for any officer or member of the Police Department to fail to attend such drills and to participate in the maneuvers, or who is indifferent, careless or negligent in obeying the orders of the Drillmaster while attending such drills.

**SEC. 3. Incapacitated From Drill.** If any member of the Department who has been assigned to the Drillmaster for drill and instructions claims to be incapacitated

tated for any reason whatsoever, so that he is unable to take part in the drill or instructions, or any part of them, the Drillmaster shall immediately order such member to report to the Police Surgeon for examination, and if said Police Surgeon on examination finds that the employe so examined is incapacitated, he shall recommend to the Drillmaster that such employe be excused from the drill and instructions or such part which said employe is unable to take, and the Drillmaster shall follow the recommendations of said Police Surgeon.

**SEC. 4. Reports and Recommendations.** He shall make monthly reports of his work to the Chief of Police, and in addition to reporting the delinquencies of officers in this line of duty will make such suggestions or recommendations as may be for the improvement of discipline in the Department.

**SEC. 5. School of Instructions for New Members.** He shall cause all newly appointed patrolmen to appear at a place designated for instructions on police duties as soon as possible after their appointment, and shall instruct them fully in all the details of their duties, as laid down by the rules and regulations, and when, in his opinion, they are proficient in the knowledge of said duties, he shall report on their qualifications, so that they may be regularly assigned by the Chief of Police.

**SEC. 6. Personal Inspections.** He shall visit the stations at uncertain hours of the day and night, weekly, or oftener, if necessary, to ascertain if the officers and men are faithful in the discharge of their duties. He shall thoroughly inspect each station and see that it is in proper sanitary condition, and also make, or cause to be made, such inspection of the members of the force as may be required to satisfy himself that the subordinates perform their respective duties. He shall report in writing any defects or delinquencies which he may discover on such tours of inspection, and make such suggestions as he may deem advisable for the improvement of police management and discipline.

**SEC. 7. Inspection of Clothing.** He shall also ins

spect all uniform clothing before being worn, and all such clothing which does not correspond with the specifications in regard to the manner they shall be made shall be rejected.

**SEC. 8. Inspection of Uniform and Equipment.** He shall also from time to time inspect the uniforms and equipment of the members of the Department with a view to ascertaining if they are complying with all the rules and regulations of the Department in regard to uniforms and equipment. An immediate report should be made to the Chief of Police of any violations of these rules.

**SEC. 9. Uniform of Drillmaster.** The Drillmaster's uniform will be the same as that prescribed for a Captain.

**SEC. 10. Additional Duties.** He shall, furthermore, perform such duties as may be assigned to him by the Chief of Police from time to time.

## RULE XX.

### POLICE TELEPHONE AND SIGNAL SYSTEM.

**SECTION 1. Superintendent, Duties Of.** The Superintendent shall, under the direction of the Board of Police Commissioners and the Chief of Police, have charge of all matters relating to the maintenance, extension, operation and repairing the Police Telephone and Signal service. He shall keep the same in good working order and exercise direct supervision over his assistants and all telephone operators.

**SEC. 2. Chief Operators, Duties Of.** The Chief Operators shall, under the direction of the Superintendent, keep a correct record of the telephone operators' time. They shall instruct the operators in their duties and see that such duties are performed. They shall carefully examine the daily patrol sheets and report any delinquencies to the commanding officer of the district to which such member is assigned.

**SEC. 3. Reports by Superintendent.** The Superintendent shall make out monthly reports of the work performed by him and forward the same to the Chief



of Police. He shall also order all supplies for his department and approve all requisitions, for the correctness of which he will be held strictly responsible.

**SEC. 4. Operators to Obey Orders.** The hours of duty of telephone operators shall be such as may be designated by the Superintendent, subject to the approval of the Chief of Police. All orders issued by him must be strictly obeyed. They shall report promptly for duty at the hour designated and not absent themselves from the telephone without the permission of the Superintendent or Chief Operator.

**SEC. 5. Record on Patrol Sheets.** The operators shall, during their respective hours of duty, make a correct and complete record on patrol sheets of all reports or pulls received from patrolmen on posts and also of all other calls requiring the service of patrol wagons, motorcycle patrolmen, etc.

**SEC. 6. Operators Absent From Duty.** Operators desiring to absent themselves from duty for more than one day shall forward written application for permission to the Superintendent at least twenty-four hours in advance, but in urgent cases they may be excused by notifying the Superintendent or Chief Operator by telephone.

**SEC. 7. Service, Complaints Of.** All complaints pertaining to the telephone service shall be reported immediately to the Superintendent or Chief Operator, stating the nature of the complaint explicitly. Hourly tests of currents and apparatus should be made and interruptions to the service must be noted on the operators' trouble reports, stating time first noticed, when reported and when repaired; and nature of the trouble.

**SEC. 8. Electrical Apparatus.** Each operator will be held strictly responsible for the electrical apparatus under his immediate control and must keep the same in clean condition.

**SEC. 9. Operators, Prompt and Courteous.** All operators shall answer all telephone calls promptly and in a courteous manner and make all connections requested as quickly as possible.

**SEC. 10. Switchboards, Use Of.** All operators in charge of telephone switchboards upon receiving a call

shall answer "Police Department" and request what connection, if any, is desired. If a connection is requested they shall make the same through the necessary signal and supervise the connection until completed. If the party calling desires to make complaint or call an officer the operator shall at once connect such party with the district in which the complaint is located.

**SEC. 11. Newspapers and Literature.** No newspapers or literature shall be read by the operators of the Department while on duty, as their attention shall be constantly directed to promptly completing connections and keeping lines clear.

**SEC. 12. No Information Given Out.** Operators shall under no circumstances give out private police information to outsiders.

**SEC. 13. Personal Business and Visiting.** Operators shall at once report to the Superintendent the name of any member of the Department using the telephones for personal business, and for the purpose of "visiting."

**SEC. 14. Telephone Room, Absent From.** Operators shall not leave the telephone room while on duty until regularly relieved by relieving partner or by Chief Operator.

**SEC. 15. Outsiders in Telephone Room.** No outsider, or person not a member of the Department, shall be permitted in the telephone room or to overhear the transaction of official business by telephone.

**SEC. 16. Patrol Boxes Out of Order.** Operators shall immediately inform the commanding officers of the different stations when they discover that a patrol box or telephone in their district is out of order.

**SEC. 17. Additional Rules and Regulations.** The Superintendent may from time to time, with the consent of the Chief of Police, promulgate such additional rules and regulations as will enhance the efficiency of the service, which rules and regulations shall be obeyed accordingly.

**SEC. 18. Officers Failing to Register.** Operators shall notify commanding officers of the different stations when officers under their command fail to reg-

ister on the patrol box or telephone at the regularly appointed time, after allowing said officers twenty minutes' additional time to register.

## RULE XXI.

### BUREAU OF PRINTING.

**SECTION 1. Superintendent, Duties Of.** The head of the Bureau of Printing and the Daily Police Bulletin shall be known as the Superintendent of the Bureau of Printing and shall be under the direction of the Chief of Police, and shall have charge of the employes of his department. In addition to printing the Daily Police Bulletin, he shall print and prepare all forms used in the Department, and do such other work as may be ordered from time to time by the Chief of Police.

**SEC. 2. Daily Bulletin.** The Bulletin shall be printed daily, and shall contain a record of criminals wanted in this and other cities, special items of property stolen, accounts of property recovered, descriptions of missing persons, convictions, criminal arrests, deaths of officers, general orders, and such other notices, instructions or orders of interest to the Department as the Chief of Police may order published.

**SEC. 3. Reports, When Made.** The Superintendent shall make annual and monthly reports to the Chief of Police of the work performed under his supervision.

**SEC. 4. Approve Requisitions.** The Superintendent shall approve all requisitions for supplies furnished his department and shall be held accountable for the correctness of the same.

**SEC. 5. Subordinates, Obey Orders.** All the subordinates of his department are at all times under his command and shall obey accordingly any instructions he may issue to them from time to time. The Superintendent shall at once report to the Chief of Police any subordinate failing to perform any duties he has instructed him to perform.

## **RULE XXII.**

### **CLERKS.**

**SECTION 1.** Rules and Regulations, Subject To, All members of the Department acting in the capacity of clerks, except those clerks who have been excused by the order of the Board of Police Commissioners, shall be at all times subject to the rules and regulations governing the Department.

**SEC. 2.** Must Be Discreet, Courteous and Attentive. They shall attend to the duties of their respective positions during the usual hours of business, at the places to which they may be assigned, in a thoroughly business-like and efficient manner. They shall be discreet, courteous, and attentive, and will be expected to call the attention of their immediate superiors to any matter or subject which has been overlooked or requires special consideration.

## **RULE XXIII.**

### **GENERAL EMPLOYEES.**

All members or employees of the Department of Police whose duties are not specially enumerated in this manual, such as chauffeurs, hostlers, linemen, stenographers and members on special assignment, shall perform their respective duties in a thoroughly efficient and capable manner and shall at all times be discreet, courteous, careful and attentive, and will be expected to call the attention of their immediate superiors to any matter or subject which has been overlooked or requires special consideration. They shall at all times obey the instructions and orders of their immediate superiors and those placed in charge over them, and at all times be subject to the rules and regulations of the Metropolitan Police Department.

## **RULE XXIV:**

### **MATRON.**

**SECTION 1.** Charge of Matron's Room. The Matron shall have general supervision of the Matron's

room and prisoners assigned to that room; attend to searching, locking up and releasing them when ordered by the officer in charge.

**SEC. 2. Hours of Duty.** The Matron shall be on duty such hours as are prescribed by the Chief of Police, and shall not leave the station house without permission from the commanding officer of that district, and shall perform such duties as he may designate.

**SECTION 3. Guard Prisoners.** She shall frequently make a tour of the Matron's room, keeping a strict watch of any one who may be suspected of an attempt to commit suicide or to escape from custody.

**SEC. 4. Information Concerning Prisoners.** She shall ascertain what each prisoner in her care is charged with, endeavor to familiarize herself with names and countenances, and when being relieved from duty, impart all information of any importance which may have come to her knowledge about any prisoner, and all orders received, to the matron coming on duty.

**SEC. 5. Remain in Matron's Room.** She shall confine herself to her own apartments, except when necessary to leave on police business, and shall never take the keys of the Matron's room away from the station.

**SEC. 6. Strangers Not Permitted in Matron's Room.** Only those on police business and those who have the permission of the commanding officer of the station, shall be permitted in the Matron's room, or talk to the prisoners confined there.

**SEC. 7. Rules and Regulations, Subject To.** She shall be subject to all rules governing the police department which are applicable and be under the directions of the commanding officer of the station to which she is assigned.

**SEC. 8. Prohibited Communication.** She is prohibited from carrying messages or doing any business for prisoners other than is necessary for their temporal welfare, without the consent of the commanding officer in each case, nor shall she converse with such prisoners as are detained on the charge of investigation, only so far as may be necessary for their personal comfort, or necessities, without the consent of said commanding officer. She is prohibited from con-

versing with prisoners for the purpose of assisting in the discovery of crime or the arrest of criminals.

**SEC. 9. Care of Prisoners.** She must invariably extend every possible kindness to the prisoners in her charge. In case of severe illness the city physician or his assistant may be called, but where doubt exists as to the necessity of so doing, the officer in charge of the station should be consulted.

**SEC. 10. Insane Prisoners, Care Of.** Those displaying symptoms of insanity should at once be reported to the commanding officer that he may make arrangements to have them removed to the General Hospital; they should be carefully guarded and other prisoners should not be put in the same cell with them.

**SEC. 11. First Offenders.** Girls and young women who are evidently under arrest for the first time should be treated with special care and kindness.

**SEC. 12. Pregnant Prisoners.** Prisoners who are pregnant shall have every care and consideration bestowed upon them. Where immediate confinement is anticipated transportation to the General Hospital shall at once be provided, or if there is not time for such transfer the City Physician or his assistant shall be called. If neither is available, then the nearest physician. The Matron shall post herself concerning immediate aid in ordinary cases of child birth, if the physician should not arrive in time. Helplessly intoxicated female prisoners must be properly cared for; if necessary, the Matron should call for any required help in doing so. If unable to sit up, such prisoners shall be placed upon a blanket or quilt, with head laid upon a pillow, clothing loosened, and all necessary precautions taken.

**SEC. 13. Care of Witnesses and Children.** All homeless and destitute children and women held as witnesses shall be sent to the Matron's room, but if it should be necessary to retain them elsewhere, they shall be made as comfortable as possible and carefully guarded.

**SEC. 14. Suppress Profane Language.** The Matron shall endeavor to suppress all offensive and profane language, and her own conduct and language shall be

such as to inspire respect and obedience. She should not respond to such offensive language in any manner that would encourage or provoke a continuance of it. A Matron's ability to control those in her charge to a large extent determines her usefulness and fitness to hold the position.

**SEC. 15. Stars, Where Worn.** The star provided for the Matron shall be worn when on duty on the outside of the dress on left side near the shoulder and in plain view.

**SEC. 16. Record of Prisoners.** Each Matron shall keep a record of all prisoners placed in her care, including name, age, height, weight, nativity, residence, offense arrested for, arresting officers, time of arrest, time released, whom released to and disposition of case. Monthly and annual reports containing all the above set forth information shall be made to the Chief of Police.

## RULE XXV.

### POLICE SURGEON.

**SECTION 1. General Duties.** The Police Surgeon, when notified that a member of the force has reported sick, shall visit him without delay, assume exclusive control of such member of the force while he remains upon the sick list, and return him to duty without unnecessary loss of time, with a written order to his commanding officer; and shall also transmit to the commanding officer a written or telephone notice that such member of the force has been ordered to report for duty, stating the hour and date at which he is to report. He shall visit such member as frequently as the nature of his injury or disability may require, shall be entirely responsible for his treatment and may order his removal to a hospital, if in his judgment such move is essential to his proper treatment; provided, however, that if such sick member desires to employ a private physician he may do so, and it shall then be the duty of the Police Surgeon to visit him as often as may be necessary to keep himself fully informed of the physical condition of such mem-

ber; to keep the commanding officer advised of his condition; to instruct such member when he shall report for duty, and to notify such commanding officer when such member is instructed to return to duty.

**SEC. 2. Daily Reports.** The Police Surgeon shall make, through the Chief of Police, daily reports of sickness and death, in such a form as may be directed by the Police Commissioners.

**SEC. 3. Transfer of Sick Member of Force.** It shall be the duty of the Police Surgeon, when a member of the force upon the sick list is transferred to another district, to forward to the commanding officer of that district the sick report, containing the record of said member of the force, to date of transfer.

**SEC. 4. Relief Given, How and When.** The Police Surgeon designated for examination of members of the force, or of candidates for appointment, as to their mental or physical condition, shall, when prevented by illness or other sufficient cause from discharge of that duty, apply to the Chief of Police for relief.

**SEC. 5. Personal Examination, When.** The Police Surgeon assigned to such duty of examination shall make a personal examination of such officer or candidate before certifying to his condition.

**SEC. 6. Examination at Stations.** The Police Surgeon when called to a station house to make examination in cases of alleged intoxication or criminality, shall report at once, through official channels, to the Police Commissioners, the result of such examinations.

**SEC. 7. Malingers, How Treated.** The Police Surgeon, in cases of members of the force reporting sick, and found to be malingers, shall order their immediate return to duty, and report them through official channels to the Police Commissioners.

**SEC. 8. Compensation.** The Police Surgeon shall receive no compensation for services rendered to any member of the force.

**SEC. 9. Outside Business.** The Police Surgeon shall allow no other business to interfere with his official duties.

**SEC. 10. Mental Ability Affected, Duty of Surgeon.**



The Police Surgeon, when the physical or mental ability of any member of the force to do police duty is questioned, shall recommend to the Police Commissioners, through official channels, that such member of the force be examined by the Surgeon of the department.

**SEC. 11. Contagious Diseases.** Whenever a member of the force shall have a contagious disease in his family which renders it dangerous to the public for such member to attend to his duties, the Police Surgeon shall order such member to absent himself from duty. The Police Surgeon shall within twenty-four hours visit members of the force when on leave of absence on account of contagious diseases and make a personal examination, for the purpose of verifying the statements made in the report, and thereafter shall keep himself informed of the progress of the case, and when the danger of the contagion is over, give him a written notice to report for duty.

**SEC. 12. Incapacitated Through Improper Conduct.** In cases of members of the force incapacitated by reason of their own improper conduct, the Police Surgeon shall at once report that fact through police channels to the Police Commissioners.

**SEC. 13. Comply With City Ordinances.** The Police Surgeon shall carefully comply with all city ordinances of medical character, particularly those of the Health Department.

**SEC. 14. Reports, When and How Made.** Annual—Report of number of different kinds of operations of Police Surgeon for the year, through police channels, to Police Commissioners, with result of such operation.

Quarterly—Report of number of different kinds of operations of the Police Surgeon for the quarter, through police channels, to the Police Commissioners, with the result of such operations.

Daily—(a) Work performed, on blank, to Chief of Police.

(b) Deaths of members of the force to Chief of Police.

(c) Sickness of members of the force, on blank, to Chief of Police.

(d) Disability of members of the force, on blank, to Chief of Police.

(e) Condition of members of the force, accused of intoxication or criminality, through police channels, to Police Commissioners.

## RULE XXVI.

### EXCISE CLERK.

**SECTION 1. Duties.** The Excise Clerk shall be the excise clerk to the Board of Police Commissioners, directly under their supervision and orders. As such excise clerk he shall have complete charge and control of all matters affecting dramshops and other excise regulations, subject at all times to the orders and instructions of the Board of Police Commissioners. It shall be his duty to see that all orders issued by the Board of Police Commissioners affecting dramshops are faithfully observed and carried out.

**SEC. 2. Cite and Subpoena Dramshop Keepers.** In cases of emergency or for the purpose of expediting excise matters, the Excise Clerk shall be authorized to cite or subpoena before the Board of Police Commissioners keepers of dramshops and other persons involved or concerned or material to any hearing on excise matters without a formal citation from the Board of Police Commissioners.

**SEC. 3. Reports to Excise Clerk.** All reports concerning dramshops from station commanders and other members of the force shall, after examination by the Chief of Police, be forwarded to the Excise Clerk and become a part of his office records.

**SEC. 4. Dramshop Order No. 5.** The rules and regulations governing dramshops and defining the duties of said Excise Clerk in part are embodied in an order issued by the Board of Police Commissioners December 13, 1911, and known as "Special Order No. 5, Dramshops" (See Appendix C).

## RULE XXVII.

### COMPLAINT DEPARTMENT.

**SECTION 1. In Charge of Chief Clerk.** The Complaint Department shall be in charge of a Chief Clerk, and any clerk or clerks or officers who shall be assigned to this department shall work under the guidance of the Chief Clerk.

**SEC. 2. Qualifications of Chief Clerk.** The Chief Clerk of the Complaint Department shall be a person learned in the law and admitted to the practice of law in the courts of the State of Missouri, and shall hold office at the pleasure of the Board of Police Commissioners.

**SEC. 3. Functions of Complaint Department.** The Complaint Department shall have charge of and general supervision over all complaints against any member of the Police Department, and shall investigate or cause to be investigated the same, and shall recommend to the Board of Police Commissioners whether or not such officer or member of the Department shall be cited for trial, and shall have general supervision over all trials and hearings before the Board, and shall handle such other matters and affairs as may be turned over to said Department.

**SEC. 4. Duties of Chief Clerk.** The Chief Clerk of the Complaint Department shall be in charge of said Department and shall have direct control over all the functions of said Department. He shall make or cause to be made such investigations as he shall be directed to make by the Board of Police Commissioners and shall present all evidence to the Board in a legal and orderly manner. In all hearings of charges against any member of the Department, the Chief Clerk shall represent either the complainant or the member of the Department charged, as his judgment dictates. He shall take charge of and present to the Board all evidence in any matter coming under the Excise Clerk, and shall prosecute such dramshop keepers as the Board of Police Commissioners or the Excise Clerk may direct. He shall attend all the regular meetings of the Board and shall at the request of the

Board or any member thereof render such legal opinions, or make such investigations, as the Board or any member thereof may direct, and his duties in all things shall conform as nearly as is practicable to the duties of the Judge Advocate in the Regular Army of the United States.

**SEC. 5. Chief Clerk, Exempt From Rules and Regulations.** Until further ordered by the Board of Police Commissioners the Chief Clerk of the Complaint Department shall be exempt from such rules of the Police Department as prescribed regarding uniforms, equipment, drill regulations and hours of service.

## **RULE XXVIII.**

### **GENERAL RULES FOR ALL MEMBERS OF THE DEPARTMENT.**

**SECTION 1. Report Sickness.** Whenever a member of the force is sick and unable to perform police duty, he shall at once report that fact, in person, or by competent messenger, or by telephone, to the station to which he is assigned at that time.

**SEC. 2. Notification to Police Surgeon.** The commanding officer of the district to which the sick member of the force is attached, will forward the regular sick report to the Police Surgeon, and also a duplicate sick report to the Chief of Police at headquarters.

**SEC. 3. Under Orders of Police Surgeon.** Whenever a member of the force is on the sick list he is under the sole control and command of the Police Surgeon, is to obey all his orders and instructions, and shall not leave his place of residence without permission.

**SEC. 4. Information Must be Given to Police Surgeon.** Admittance must not be refused to the Police Surgeon nor facilities to inform himself of the case, even if the member of the force is in the care of a civilian physician.

**SEC. 5. Full Pay Allowed, When.** Full pay may be allowed by the Police Commissioners, through official channels, and on proper blank for time lost by reason

of injuries or sickness incurred in the line of duty, and by reason of such duty. Applications under this head will be made in writing to the Police Commissioners through official channels on the official form, stating the circumstances of the case. These applications will be endorsed with a full report by the commanding officer of the district to which the applicant is attached. No mention will be made of the character or nature of the illness or injury or of any medical attendance in the application or in the endorsement by the commanding officer. The medical history of the case will rest entirely with the Police Surgeon.

**SEC. 6. One-Half Pay Allowed, When.** Deductions of the full amount will be made from the compensation of members of the force for time lost by absence for any cause with leave (except when otherwise ordered), lost or sick time, sickness or other disability, physical or mental, except in extraordinary cases, when the Board may allow one-half the amount of the compensation to the members of this department if they think the same should be done in any particular case.

**SEC. 7. Absent on Account of Contagious Diseases.** Whenever a member of the force is ordered by the Police Surgeon to absent himself from duty by reason of a contagious disease in his family he may be allowed full pay during such absence, at the discretion of the Police Commissioners.

**SEC. 8. Orders Given by Aids.** On all occasions when bodies of the force are to act in concert, Captains, Lieutenants, Sergeants, and patrolmen will obey such orders as the Chief may convey to them by such aids as he may select.

**SEC. 9. On Duty at All Times.** Although the members of the force are by the rules and regulations of the service relieved at certain hours from the actual performance of duty on ordinary occasions, yet they are held to be at all times on duty, and must also be prepared, while relieved as aforesaid, to act immediately on notice that their services are required.

**SEC. 10. Testimony, Information and Evidence Given, How.** Members of the force are required to speak the truth at all times whether under oath or not. In

cases in which they are not allowed by the rules of the service to divulge the facts within their knowledge, they will say nothing. When called upon to give evidence, or make depositions, they are under the direction of the Court, and in response to question asked, they will state in clear and distinct voices, truly, all they know respecting the matter inquired of, without fear or reservation, and without any desire or design to influence the result.

**SEC. 11. Witnesses Before Grand Jury, Etc.** Members of the force when in attendance as witnesses before the Grand Jury, or Courts, or in the Municipal Courts, must not leave the waiting room before they are called for examination or otherwise authoritatively relieved.

**SEC. 12. Compound Offenses.** Members of the force must not compound any offense committed against their person or property, nor withdraw any complaint, unless permitted by the Police Commissioners, or their commanding officer.

**SEC. 13. Communications, Information, Letters, Etc.** Members of the force or persons employed by the Police Department are forbidden to publish, or cause, or permit to be published, directly or indirectly, or to communicate by interviews, private letters or otherwise, except as required by the Police Commissioners or by the rules of the Police Department, any information in regard to the Police Department, or concerning the acts or measures of any department of the Government, the City, State or the United States, or of any official institution.

**SEC. 14. Information to The Press, How Given.** No member of the force, nor any person employed by the Police Department, shall act as a correspondent to a newspaper, discuss in public print matters pertaining to the personnel of the police service, or attempt to influence legislation in respect to the Police Department, without the express written authority and approval of the Police Commissioners; provided, however, that the Chief of Police, the Chief of Detectives, or the commanding officer of each police precinct, may give out such proper information to the press that

will not hamper or impede the proper working of the Department.

**SEC. 15. Advice in Regard to Cases and Evidence.** Members of the force, wishing advice as to proper presentation of evidence in the courts or needing assistance in the presentation of their cases, will communicate directly with the Complaint Department at the earliest possible moment.

**SEC. 16. Courteous at All Times.** Each member of the force is required to be polite in his dealings with citizens, and respectful and policeman-like in his dealings with other officers; promptly and thoroughly obedient to orders; alert and keen in his duties, and always endeavoring to learn his duties more thoroughly. Each member is required to restrain himself under annoyance and keep his temper under control; to say too little rather than too much; to remember that his duty is first of all to protect lives and property, apprehend criminals, and be the protector of all law-abiding citizens. In the performance of his duty he must maintain decorum, alertness, command of temper, patience, and be discreet. He must refrain from harsh, violent, coarse, profane, or insolent language, and when required, act with firmness and sufficient energy to perform his duty. Whenever a question is put to him by any person he is not to answer in a short and abrupt manner, but with attention; at the same time, while on duty, he is to avoid as much as possible entering into unnecessary conversation with anyone.

**SEC. 17. Neat and Clean in Appearance.** Each member of the force when entering upon duty, will take special care to be neat and clean in his person and habits; his boots must be clean, and his uniform in conformity with the rules, and equipment must be ready for use at all times. When in uniform he shall be carefully dressed, unless on account of the weather or other sufficient cause arising out of the immediate discharge of his duty his dress becomes soiled or deranged, in which case it shall be put in proper order as soon as circumstances will permit.

**SEC. 18. Forbidden to Use Influence.** Members of the force are forbidden to solicit or sign petitions for

or engage in efforts or use influence in aid of persons seeking appointment or promotion on the police force.

**SEC. 19. Unnecessary Force, Forbidden.** Members of the force shall not wilfully maltreat or use unnecessary violence to any person, prisoner or otherwise. The baton shall not be used except when absolutely necessary.

**SEC. 20. Stars, Only Regulation to Be Worn.** No member of the force shall wear, or use, or display, or have in his possession any star other than the one he is entitled to; provided, however, that recognized military medals may be worn by those entitled to them.

**SEC. 21. Member Assaulted, Permission to Secure Warrant.** Members of the force shall not apply for warrants for assaults upon themselves without written permission from the Chief of Police.

**SEC. 22. Arrests in Own Quarrels, How Made.** Members of the force shall not, except with permission of the Chief of Police, make arrests in their own quarrels, nor those of their families, except under grave circumstances.

**SEC. 23. Interfering With Citizen's Business.** Members of the force are prohibited from influencing or attempting to do so, by threats or otherwise, the business of any citizen.

**SEC. 24. Ranking Officer.** When two or more members of the force are on duty together, it shall always be understood that the man of the highest rank present or the patrolman longest on the force, is in command and responsible unless otherwise ordered.

**SEC. 25. Riding on Street Cars.** Members of the force when riding on surface street cars in this city, and in uniform, are forbidden to occupy a seat in such car while any other person is obliged to stand because of lack of seats.

**SEC. 26. Smoking Prohibited.** Smoking while in uniform and spitting on the street or other public place, or at any drill room, or while attending court, or in any of the dormitories at the stations, or smoking in the stables of the mounted squad, is prohibited.

**SEC. 27. Drinking Intoxicating Liquor Prohibited.**



No member of the force shall, in the stations, or elsewhere, while on duty, or while in uniform off duty, drink any kind of intoxicating liquor, or (except while in the immediate performance of duty) enter any place in which any kind of intoxicating drink may be sold or furnished.

**SEC. 28. Games of Cards, Prohibited.** Members of the force are forbidden to play at any games of cards in the stations, or to meet at any other place for the purpose of playing cards while in uniform. The games allowed at the stations are chess, dominoes and checkers, which shall be played only in the squad rooms. The playing of any game of chance for stakes or wagers is positively prohibited.

**SEC. 29. Personal Cards, Use of, Prohibited.** All members of the force are forbidden to have or to use personal cards of any description, describing their police business, or giving their police address.

**SEC. 30. Discharge of Fire Arms.** No pistols or other firearms shall be discharged, exhibited, flourished, cleaned, loaded, or unloaded in any building, public or private place, or in any station, or headquarters, or school of instructions, except in the discharge of duty, or by special authority in some police room especially set apart for that purpose.

**SEC. 31. Observance of Traffic Rules.** Members of the force when driving vehicles of any description must not violate the rules of the road, nor traffic regulations, except in cases of absolute emergency.

**SEC. 32. Borrowing Money, Prohibited, When.** No member of the force shall, under any circumstances whatever, lend money to, or borrow money of, or otherwise become indebted, directly or indirectly, to any other member of the force, or to any official or employe of the Police Department, or to any person whomsoever who is in any way directly or indirectly engaged in the business of selling malt or other spirituous liquors, or second-hand dealers or pawnbrokers.

**SEC. 33. Payment of Debts.** No member of the force shall sell or assign his salary or income, nor contract any debts or liabilities which he is unable or unwilling to pay; nor neglect nor refuse to dis-

charge honorably and promptly pay all indebtedness, claims and judgments, and satisfy all executions that may be held or issued against him, while a member of the Police Department.

**SEC. 34. Military Organizations.** No person connected with the police force shall be a member of any fire or military company, nor be allowed to go on any target, athletic or other excursion, except by permission of the Police Commissioners.

**SEC. 35. Bona fide Citizens.** Members of the force are required to reside actually in the city. A mere voting residence will not be sufficient.

**SEC. 36. Commanding Officers, Report to Station, When.** Captains, Acting Captains, commanding officers of squads, and Lieutenants, when "on patrol" will communicate with their stations every hour by telephone, giving the number and location of the telephone or signal box from which the message is sent.

**SEC. 37. Legal or Equitable Relief, How Obtained.** Members of the police force are prohibited from bringing any legal proceedings against the Police Department, or against the Commissioners of said Department, or against the city, for any legal or equitable relief, without first submitting a statement of the relief demanded and the facts upon which such relief is claimed to the Police Commissioners. Such statements must be in writing, signed by the member of the force making it, and must be submitted through official channels. In no case shall such statement be made through an attorney.

**SEC. 38. Assessments and Presents Forbidden.** Without express permission of the Police Commissioners members of the police force are forbidden to make presents, bestow testimonials, collect, or receive any money or anything else from citizens or others, circulate subscriptions, papers, or books, or sell tickets for any purpose.

**SEC. 39. Proficient in Military Tactics.** As a portion of the police duty, all members of the department are required to become proficient in military drill, and to observe military courtesies and discipline in all matters pertaining to the department. Ser-

geants, Lieutenants, Captains, the Chief of Detectives and the Chief of Police, as a part of the prescribed police duty, are directed to equip themselves at once with the infantry drill regulations of the United States Army and be able to command companies of police, and further to immediately inform themselves upon the following topics and paragraphs therein:

- (a) Definitions.
- (b) General Principles, paragraphs 1 to 16 inclusive.
- (c) School of the Soldier, paragraphs 25 to 35 inclusive, and paragraphs 39 to 52 inclusive.
- (d) School of the Squad, paragraphs 88 to 118 inclusive.
- (e) School of the Company, paragraphs 161 to 241 inclusive.

**SEC. 40. Rewards and Presents Forbidden, When.** No member of the police force or employe of the Police Department, shall under any pretense whatever, share in, for his own benefit, any present, fee, gift, or emolument for police service, additional to his regular salary, pay, or compensation. The Police Commissioners for meritorious and extraordinary services rendered by any member of the police force in due discharge of his duty, may permit such member of the police force to retain for his own benefit any reward or present, or some part thereof tendered him therefor. Upon receiving said notice, the Police Commissioners may either order the said member to retain same, or shall dispose of it for the benefit of the Police Relief Association. In each and every case, application must be made to the Police Commissioners in writing through police channels, accompanied by the proposed reward, present, or testimonial, for permission to receive the same.

But under no circumstances shall a member of the force be permitted to receive any reward for the arrest of any person, or for the arrest or conviction of any person, or for the recovery of any property, except the rewards offered for the arrest of deserters from the army and navy of the United States, and such re-

wards as are open to all by public notices and those commonly known as standing rewards.

**SEC. 41. Reports of Accident, Crimes, Etc., to Commanding Officer.** Patrolmen on posts and other members of the Department are hereby ordered to telephone all accidents, crimes, attempted crimes, suicides, attempted suicides, fires, murders, robberies, holdups, street car wrecks, runaways or happenings unusual to police routine, whether verified or not, to the clerk or commanding officer of their precinct or department at once; then unless on special assignment, verify, get full details, names of injured and witnesses and again phone report as above.

**SEC. 42. Hourly Reports to Bulletin Clerks.** The commanding officer of the precinct is ordered to cause to be given an hourly report of arrests and of those happenings which have been telephoned by members of the force, to the clerk at police general headquarters. Example: 11:30 O'clock p. m.

"John Jones, arrested 11th and Locust streets, auto exceeding speed limit, license numbers, city 1084, state 583. Arresting officer, Jas. Clark."

"Mrs. Sarah Boyle, 1325 the Paseo, robbed of \$15.00 by two negro men at 15th and Paseo, facts unverified. Reporting officer, John Williams."

"William Tracy, carpenter, residence 1010 Holmes street, fell from scaffold, 819 Troost, back broken, taken to General Hospital. Witnesses, James Brown, residence, 1018 Broadway. Reporting officer, Harry Titus."

There will be at general headquarters, day and night, three clerks to be known as Bulletin Clerks, who are experienced stenographers. Each hour these clerks will call up the respective stations, and ask for all reports for the Bulletin.

The desk men, or clerks, at the stations will check off the reports so made to the stations and must be prepared at each hour to make full reports, when called upon, of the happenings of the preceding hour. From these reports so made the matters of importance to the Police Department will be prepared and printed in the Kansas City Police Bulletin.

**SEC. 43. Emergency Cases, Immediate Report.** In all cases of emergency, such as a serious crime, a suicide, or an accident where persons have been killed or seriously injured, or a fire where there is a great loss or great loss is threatened, the officer learning of the same will immediately notify the Police Signal Headquarters through which he will be connected with the proper precinct station or stations, whereupon he will report the same to such station or stations, and such station or stations will immediately notify the Bulletin Clerk.

**SEC. 44. Interviews With Newspapers, How Given.** When members of the press desire to talk personally to patrolmen, or other members of the Department, the then commanding officers of the stations have the right to grant such permission, if in the opinion of the then commanding officers the information sought will not hinder or delay the proper operation of the Department. Harmony and accord between the press and the Department is desired, and no order is intended to prevent or delay the giving out under the directions and control, however, of the commanding officers, of all proper news, and to that end the commanding officers are urged to use all proper liberality as to items of news toward the press. Whenever commanding officers grant permission to arresting or reporting officers, or other members of the Department under them to report additional data to members of the press, or to be interviewed, instructions shall be left through commanding officers with the police telephone operators, that upon the officer calling in, he shall be directed to immediately call up the press room at police headquarters, over the Police Signal System and give to members of the press desiring information, such proper police information as is desired in connection with said arrests, accidents, etc., in question.

**SEC. 45. Use of Firearms.** Revolvers are not to be drawn, displayed or discharged anywhere by any member of the Department, except under the following conditions:

1. At target practice, and then only under instructions.

2. At School of Instructions, and then only under instructions.

3. As provided for under the general rules providing for cleaning of arms.

4. In defense of one's own life, or the life of a member of the Department, or other person.

5. (a) In cases where the officer has arrested a person charged with a felony and the prisoner attempts to escape from the officer.

(b) In cases where an officer has seen a felony committed or has good reason or just cause to believe a person has committed a felony, and upon the officer attempting to arrest said person he attempts to escape.

(c) In cases where the officer has himself seen one engaged in committing an act constituting treason against the State or United States, or has reason or just cause to believe such an act has been committed, and upon the officer attempting to arrest said person he attempts to escape.

Then the firearms must not be used except after pursuit of the escaping criminal has been made by the officer, and the officer is satisfied that the person pursued will escape unless resort is had to firearms. If firing is absolutely necessary, the officer should discharge the firearm by first firing the same into the ground, or other safe place, and when found necessary to fire to halt such escaping prisoners or offenders, full warning and opportunity must be given them to halt, by calling out at least twice "Halt, or I will fire," before any firing is indulged in, and upon firing the utmost effort should be observed to see that no vital portion of the body should be shot at.

**SEC. 46. Lawyers, Members Not to Recommend.** Members of the Department are prohibited from recommending to prisoners any bondsman or the employment of any person as attorney or counsel and are forbidden to suggest or name any lawyer or other person to a prisoner with a view to his defense at any time.

**SEC. 47. Memorandum Book.** Each member of the force shall at all times have with him a memorandum book in which he shall keep a record of persons arrested by him, cases handled by him, or any other matter that may be important, noting all important particulars, such as names of witnesses, complainants, etc. All such entries should be made as promptly as possible.

**SEC. 48. Other Business Prohibited.** Each and every member or employe of the Department shall devote his whole time and attention to the business of the Department, and is expressly prohibited from following any other calling or occupation, or being engaged in any other business.

**SEC. 49. Outsiders Not Permitted in Stations.** No person not on business or connected with the Department shall be permitted to remain in a police station, bureau or barn without express permission of the officer in charge.

**SEC. 50. Special Assignments.** All members of the force on special assignments must understand that such assignments do not exempt them from the performance of any duty which may require prompt police action, or from any other line of police work which may be required of them by their commanding officers when necessary.

They shall report daily to their respective stations, unless the order of special assignment particularly provides otherwise.

**SEC. 51. Special Details.** All persons applying for special details at balls, parties, weddings, etc., shall be referred to such officer as may be designated by the Chief of Police for making such details.

**SEC. 52. Telephone Communications.** All complaints received over the telephone shall receive due consideration. If the subject is of an important and urgent nature, requiring the attention of higher officials, other than the Desk Sergeant or other officer receiving same, they shall be notified so that the matter may receive prompt attention. Should the cause of complaint be located outside the precinct receiving same, the proper precinct station shall be notified, so

that the complaint may receive immediate attention. Desk Sergeants and others should exercise great discretion in giving out information concerning criminals by telephone except to members of the Department.

**SEC. 53. Neglect of Duty Not to Know.** It will be deemed neglect of duty for any member of the Department to be unfamiliar with the rules and regulations of the Department of Police contained in this book and the legal powers and the duties of his or her position as defined therein.

**SEC. 54. Official Documents, Access To.** No person not a member of the Department shall have access to any official document or report, unless the same shall have been previously examined by the officer in charge thereof and given to such person under and by authority of said officer.

**SEC. 55. False Reports, Prohibited.** No member of the Department shall make false official reports, or make a false report or gossip concerning a member of the Department, either as to his personal character or conduct, or the business of the Department, to the discredit or detriment of any such member of the Department.

**SEC. 56. Light, Fuel and Water, Economy in Use Of.** Officers in charge of station houses must observe the strictest economy in use of light, fuel and water consistent with the comfort of the men, and they will be responsible for the care of the station house and the property therein contained.

**SEC. 57. Detention of Prisoners.** Officers in charge of station houses shall not receive or detain any person in said station unless arrested by some person clothed with the proper authority to make arrests, or unless after investigation the officer in charge shall be satisfied that the person under arrest has committed an offense.

**SEC. 58. Giving Information to Prisoners, Prohibited.** No member of the Department shall become bail for any person arrested, nor communicate to any person any information, which may enable persons to escape from arrest or punishment, or enable them to



dispose of or secrete any goods or other valuable things stolen or embezzled.

**SEC. 59. Assistance in Civil Cases, Prohibited.** Members of the Department must not render any assistance in civil cases, except to prevent an immediate breach of the peace or to quell a disturbance actually commenced.

**SEC. 60. Reports on Special Policemen.** Members of the Department will report all special policemen whom they find violating any rules governing the conduct of said special police.

**SEC. 61. Hours of Duty, When Not Regulated.** Members and employes of the Department whose hours of duty are not regulated by the rules, will report at the time or place designated by the Chief of Police or other superior officer. Any whose hours are governed by the rules may be required to report in emergency cases at such times and places as designated by the Chief of Police or other superior officer.

**SEC. 62. Destroying or Injuring City Property, Prohibited.** All members and employes of the Police Department are warned to be careful in the use of all city property, whether fixed or movable. Roughness or carelessness is not to be tolerated and will be made the subject of charges by commanding officers, who will be held responsible for the enforcement of this rule.

**SEC. 63. Frequenting Immoral Houses, Prohibited.** Members of the Department are prohibited, while on duty in uniform or citizen clothes, from visiting alleged houses of ill fame or assignation houses, unless by a superior officer's order or on actual or urgent police business.

**SEC. 64. Loss of Star.** It shall be deemed "neglect of duty" for any member of the Department to lose his star or any other insignia of his office, or to neglect to report such loss immediately thereafter to the officer in command of the station. It shall be the duty of the Captains to immediately make charges against members for losing stars, revolvers, or other property of the city.

**SEC. 65. Failure to Discover Homicide, Etc., Re-**

port Of. Officers in charge of stations shall make charges against any patrolman under their command who shall by reason of neglect of duty fail to discover any violation of law or order committed on his post, during his tour of duty, or who shall neglect to take proper measures to arrest any party guilty of such offenses.

**SEC. 66. Intoxicated Member, Failure to Discover, Report Of.** If commanding officers find subordinates do not display ordinary intelligence in discerning whether a member of the force is intoxicated or otherwise violates the rules of the Department, said superior officer shall forward a report against such member or members to the Chief.

**SEC. 67. Department Property, to Be Returned, When.** In case of death, resignation or dismissal of any member of the Department, all Department property shall be immediately returned to Chief of Police or the commanding officer of the district whose duty it shall be to immediately forward it to the Secretary to the Board of Police Commissioners.

**SEC. 68. Vacations.** A vacation of twenty-four days each year shall be granted to all members of the Police Department with the exception of telephone operators and Bulletin Clerks. Said vacation shall be divided so as to allow each commanding officer an annual vacation of twenty-four days; for the remainder of the force, the vacation shall be divided so as to allow each member of the Department two days' vacation each month. Said vacations shall be taken by the different members in conformity with a schedule prepared by the Chief of Police.

**SEC. 69. Members Aggrieved, Recourse.** Any member of the Department feeling aggrieved because of the treatment or orders of his superior officer shall make his complaint in writing and forward the same through the proper channel to the Chief of Police.

**SEC. 70. Arrests Made by Summons, When.** Whenever a member of the force shall arrest a person charged with violating the traffic law, ordinances relating to health, minor city ordinances and ordinances where the offense committed has been trivial,

he shall not take such person to the police station and book him, if the offense be the first one of the offender and not a flagrant violation and there has been no injury to life or limb, but he shall serve a summons on such person, after said person has established his identity to the satisfaction of the arresting officer, ordering him to appear in the Municipal Court of the district in which the offense was committed, the following morning. The officer shall then forward a copy of said summons to his commanding officer and the same shall then be entered on the book of Record of Arrests, the same as any other arrest. If, on the following morning, the person so summoned fails to appear, the arresting officer shall at once apply to the Assistant City Counselor for a warrant charging such person with the offense he was originally arrested for. After the warrant has been issued, the officer shall then serve same on the person for whom it has been issued and bring such person to the Police Station and he shall be held until he has furnished cash bond for his appearance in court. Upon the failure of any person, so summoned, to appear in court, his name and address and offense arrested for shall be reported to the Chief of Police through police channels and such name and address and offense party was arrested for shall be inserted in the Police Bulletin and thereafter such person, when found violating any city ordinance, shall not be summoned again but shall be immediately taken to a police station and held until he furnishes bond.

**SEC. 71. Former Rules, Orders, Etc., Repealed.** Any and all orders, rules and regulations heretofore issued either by the Board of Police Commissioners or the Chief of Police, conflicting with any of the rules and regulations contained in this Manual are, insofar as they conflict, hereby repealed.

**SEC. 72. Other Breaches of Discipline.** Any member of the Department found guilty of any misconduct or neglect of duty, or conduct prejudicial to good order and police discipline, or conduct unbecoming an officer and a gentleman, which may not be specifically mentioned or set forth in this Book of Rules and Regula-

tions, will be subject to such punishment as the Board of Police Commissioners may deem necessary for the preservation and maintenance of good order and discipline.

## RULE XXIX.

### GENERAL PRINCIPLES OF POLICE DUTY FOR THE GUIDANCE OF MEMBERS OF THE FORCE.

**SECTION 1. Animals, Killing Humanely.** Humanity requires that animals be killed in the quickest and least painful manner. The accompanying cuts and instructions show clearly how horses and dogs should be disposed of:

**IN SHOOTING A HORSE.** Place the muzzle of the pistol within a few inches of the head and shoot at the dot, aiming toward the center of the head. Use a 38-caliber pistol.

**BLOWS.** Blindfold and with a heavy axe or hammer strike just below the foretop at the point indicated in cut. Two vigorous, well-directed blows will make death sure. Be careful not to shoot or strike too low.



**IN SHOOTING A DOG.** Place the muzzle of the pistol near the head, aiming a little to one side of the center

of the top of the skull, and shoot downward as indicated by dot on this cut, so that the bullet will go through the brain into or toward the neck. Do not shoot too low or directly in the middle, because of thickness of the skull at these points.

**SEC. 2. Animals, Sick or Disabled.** When the attention of an officer is called to a sick or disabled animal in the streets, especially the downtown district, and it is ap-

parent that the sickness or injury is not of a trivial nature, he should at once notify the Humane Society by telephone, so that it may send the ambulance.

**SEC. 3. Animals, Dead, Reporting.** The location of bodies of dead animals shall be immediately reported by telephone to the station every twenty-four hours until they are removed, and also written report thereof made and forwarded to the commanding officer, so that it may be sent to the Department of Health.

**SEC. 4. Animals, Prevention of Cruelty To.** Every officer should at all times strictly enforce the following ordinance relating to the prevention of cruelty to animals:

"1. By over-loading, over-driving, over-working, cruelly beating, torturing, tormenting, mutilating or cruelly killing any animal, or causing or knowingly allowing the same to be done."



"2. By cruelly working any old, maimed, infirm, sick or disabled animal, or causing or knowingly allowing the same to be done."

"3. By unnecessarily failing to provide any animal in his charge or custody, as owner or otherwise, with proper food, drink and shelter."

"4. By abandoning any old, maimed, infirm, sick or disabled animal."

"5. By carrying or driving, or causing to be carried or driven or kept, any animal in an unnecessarily cruel manner."

"6. By carrying, or causing to be carried, any animal bound or tied by its legs, or bound down by the neck, so that it cannot freely stand in an upright position while being transported."

When arrests are made for violations of above ordinance, commanding officers of stations where such arrests are made shall notify the Humane Society by telephone or otherwise, so that representatives of the Society may aid in the prosecution of the offenders.

**SEC. 5. Animals, Estrays.** Officers who find cattle or horses running at large upon the streets or other public places within the city limits will cause the poundmaster to be notified promptly, so that the animal may be taken up and disposed of according to law.

**SEC. 6. Arrests of Mail Drivers, Engineers, Motormen, Conductors, Etc.** When arrests are made of drivers of mail wagons containing United States mail, or other persons in charge thereof, it shall be the duty of any member of the Police Department making the arrest to accompany such driver, or other person, to the postoffice or destination of the mail wagon within the city limits, and thence to the police station, in order that the United States mail may not be delayed.

When arrests are made for misdemeanor or violation of city ordinance of any engineer, motorman or conductor while he is in charge of such vehicle away from the depot or barn to which he belongs, the officer shall accompany his prisoner to such depot or barn before taking him to the police station; provided, however, that engineers of outgoing freight or passenger trains

shall not be taken into custody until their return to the city.

**SEC. 7. Arrests Made on Request of Others.** When a criminal or "wanted person" is arrested on the request or in a case being handled by another officer, he should be turned over to the officer in whose interest the arrest was made, unless the arresting officer has a case of his own against the prisoner, in which case he shall be turned over as soon as possible. In all such cases the officer making the arrest shall be entitled to credit for the same.

**SEC. 8. Children, Lost and Arrested.** Lost children found by members of the Department shall be taken in charge, and their places of residence located if possible. If located, and they are living in the neighborhood of where they are found, they shall be taken home without delay. Otherwise, the member of the force shall immediately notify his commanding officer and receive instructions.

Children arrested who come within the jurisdiction of the Juvenile laws shall under no circumstances be placed in any cell, prison or other place of confinement, or in any vehicle for transportation, in company with adults charged with or convicted of crime. Such children shall be brought to the attention of probation officers as quickly as possible, so that they may be disposed of according to the provisions of the Juvenile laws.

When courts issue warrants for children the officers to whom warrants are given for service shall notify the parents or guardians to have such children in court at a stated time, except where the courts instruct the officers to take the children into custody, in special cases.

**SEC. 9. Dead Persons, Finding.** Whenever an officer finds a dead person under suspicious circumstances he should prevent the removal of the body until a thorough investigation has been made, except where it is necessary to prevent exposure of the body or for some other good reason. He should at once make a rigid examination, noting carefully the po-

sition of the body, the presence or absence of any weapon, poison or other thing which might indicate the cause of death, and its location with relation to the body, and make careful memorandum of all facts in connection with the case in his book kept for such purposes, particularly the names and addresses of all witnesses. He shall be extremely careful to preserve everything which may have any bearing on the case. In cases of poisoning the contents of slop jars, pots and kettles, as well as all edibles, should be preserved. The smallest scrap of evidence not infrequently leads to the greatest results. The officer in command of the district in which the body is found shall be notified without delay, and his instructions in the matter acted upon. The Coroner shall always be notified in cases of this kind as soon as possible, and also relatives or friends of the deceased, if known. If the officer has reasonable grounds for believing that any person caused the death of such person, or has guilty knowledge, he should be placed under arrest and sent to the station for disposition by commanding officer. Where the embalming of a body would destroy any evidence of crime, the Coroner should be notified at once and requested to prevent such embalming until an autopsy has been held.

In case of a person who has been accidentally killed, or who dies under circumstances not requiring police investigation, the body should be disposed of as directed by friends or relatives, and in the absence of such directions the Coroner should be notified.

**SEC. 10. Disorderly Conduct.** When a breach of the peace is likely to take place, as when persons are openly preparing to fight, officers should give notice of their office, if not in uniform, and immediately interfere to separate the persons engaged therein, and to prevent others from joining the affray. If the offenders do not immediately desist, he should take the person or persons involved into custody, securing also the principal instigators of the tumult, and do everything in his power to restore quiet. If such person or persons flee into a house and there fight and disturb the public peace, the police officer should enter the house and



arrest the offenders and restore quiet. It is the duty of police officers to stop tumults which greatly disturb the public peace, whether they occur in the streets or in buildings.

**SEC. 11. Felonies, Perpetrators Escaping.** Whenever a person who has committed a felony escapes, the officer who is handling the case should, if possible, learn his name, description and residence, names and addresses of his friends and relatives, and notify his commanding officer and the telephone and signal operators without delay, who shall in turn notify all stations and take such other action as may be necessary.

**SEC. 12. Fires, to Turn in Alarm Promptly.** Upon the discovery of a fire by an officer, he shall promptly turn in an alarm from the nearest fire alarm box, unless he can communicate more rapidly by telephone.

**SEC. 13. Fires, First Duty to Secure Safety of People.** Officers' first duty at fires is to ascertain if any persons are in the burning buildings, and if so, to use every effort to effect their rescue. At night time officers will be particular to see that all persons who may be in burning buildings, or in others adjoining, are awakened.

**SEC. 14. Fires, Keep Outsiders Away From.** While on duty at fires, officers shall keep all persons who are not firemen, insurance agents, reporters, or others having permits from the Fire Chief, outside the fire lines, so that the work of the firemen may not be impeded.

**SEC. 15. Fires, Protect Property.** The officer having charge of a district will, upon a fire being reported in his district, proceed to the fire with such officers on reserve duty as he can procure, and shall endeavor to extinguish or subdue the flames until the arrival of the firemen. Any officer in command at such fire shall clear the streets of crowds and obstructions and establish fire lines, inside of which there should be sufficient space for the firemen to perform their duties. Onlookers shall be kept beyond danger from falling walls and other accidents. A space shall also be cleared for the deposit of property saved from the flames. Police officers must be diligent in preserving order and

protecting property saved from being stolen or wantonly destroyed, and shall not permit any volunteer, idle or suspicious persons to interfere with such property.

**SEC. 16. Fires, Protect Buildings.** After the departure of the fire department the officer in command shall make police detail to take charge of buildings damaged by fire, for the purpose of preventing unauthorized persons from entering therein or removing property, and also to warn the public of any danger which may exist from dangerous walls or sidewalks.

**SEC. 17. Fires, Note if Incendiary.** Police officers who arrive first at a fire must in all cases be particular to ascertain the exact location where the fire originated, if possible, and to examine the same carefully as soon as practicable for any indications of its having been set on fire by design. They must at once note in their memorandum books the relative position of particular kinds of goods and everything else they observe which might be of service in determining the origin of the fire should it become a matter of legal or criminal investigation, and make report.

**SEC. 18. Fires, Arrest Disorderly Persons At.** Officers may arrest any suspected person or persons who, during the time of a fire, shall conduct themselves in a noisy or disorderly manner or hinder, resist or refuse to obey any Fire Chief, engineer, foreman or assistant foreman of a fire company, Mayor or any police officer while acting in the discharge of his duty. They shall arrest any person who shall wilfully offer any resistance to any officer or fireman in the performance of his duty at a fire, or who shall wilfully, in any manner, injure, deface or destroy any engine or fire apparatus belonging to the city of Kansas City, Missouri.

**SEC. 19. Fires, Prevention Of.** It is the duty of every police officer who shall at any time find any lighted candle or lamp used in any stable or building, or other place, where hay, straw, or other combustible materials are kept, unless well secured in a lantern, or any fire kept in any stove or otherwise, in any such building or room where such combustible materials are kept, to require the person in charge of such lighted

candle or lamp or fire, to extinguish the same or remove the same to some safe place; and if such person shall not immediately comply with such request, or if no person be found in charge thereof, the officer shall extinguish the same, and may arrest any person offending or resisting.

Police officers shall stop any person they may find setting fire to or burning any hay, straw or combustible material in any street, any lot or in any place whatever between the hours of 6 o'clock p. m. and 6 o'clock a. m., unless such person has a permit therefor in writing from the Fire Chief or Acting Fire Chief; or who shall carry fire in or through any street, alley or lot in this city unless the same be placed in some covered pan or vessel, and if any person be found doing any of said acts in a reckless or grossly careless manner, or shall refuse to stop forthwith and remove or secure in a safe and proper place any such material, he shall be arrested.

**SEC. 20. Fires, Service At.** Commanding officers will assign Sergeants to take charge of the streets in the vicinity of the scene of a fire to the end that the Fire Department may have the free use of the streets in the vicinity. Arrangements have been made with the Fire Department as follows:

The wagon known as the Tool Wagon has been equipped with several hundred sections of rope. This rope can be found in a wire basket under the seat. For fires in the West Bottoms the rope will be found in a basket under the seat of Hook and Ladder Truck No. 2.

Officers present when either of these wagons arrives will immediately secure the ropes and rope off the streets in the vicinity of the fire. As soon as the first ropes are stretched at all intersections, second ropes will be stretched behind the first, and the crowds forced back to the crossing streets, one full block from the scene of the fire. After the second ropes have been stretched the first ropes will be removed. The result being a clear space of one full block in all directions in which the Fire Department may work unhindered by the crowd.

As soon as the last ropes have been stretched and the crowd forced back, a police officer shall be assigned to each intersection to see that no one passes into the space between the ropes and the fire. The police officer to pay strict attention and see that the ropes are lowered in time for the fire apparatus to pass without injury or confusion.

**SEC. 21. Fugitives From Justice Wanted in Kansas City.** Any person who commits a felony and flees from Kansas City is subject to arrest in any place in the United States of America on request of the Chief of Police. Where a fugitive escapes to a foreign country, the treaty existing between that country and the United States of America governs the subject.

Whenever possible an indictment should be secured against a fugitive from justice, but where this is not practicable, a complaint should be filed against him and a warrant obtained from a Justice of the Peace. When an officer is interested in the apprehension of a fugitive from justice, he shall, through his commanding officer, request the Chief of Police to send letters or telegrams, according to the circumstances of the case, to the Chiefs of Police, City Marshals or Sheriffs where the fugitive is supposed to have gone, requesting the apprehension of such fugitive. When the fugitive is arrested, the officer who is to be the messenger in the case shall apply to the Chief of Police to have the necessary requisition papers and affidavits prepared, if the fugitive refuses to waive extradition.

Complainants have to defray the expense of returning fugitives. In special cases when complainants are unable to advance necessary expenses, and the return of the fugitive is of great importance to the Department, report of circumstances should be submitted to the Chief of Police. In certain cases of felony the State of Missouri refunds certain expenses after the fugitive is returned and lodged in the county jail. Where requisition papers have been forwarded, the officer or messenger should not return to Kansas City with the fugitive before receipt of the Governor's warrant unless for some good reason, report of which shall be made to his commanding officer on his return. When

a fugitive is brought back to Kansas City without requisition papers, a fugitive waiver or agreement to return freely and voluntarily to answer to the charge for which he was apprehended shall be secured from him and signed before witnesses. On return of messenger with the fugitive on requisition papers, he shall report to the Chief of Police.

**SEC. 22. Fugitives From Justice in Kansas City Wanted in Other Cities.** Any person who has committed a crime in other states or in other counties of this state outside of Jackson county, or in foreign countries, and seeks refuge in the city of Kansas City, may be arrested on request of the police authorities or sheriff of the city or county in which the crime was committed. When there is sufficient time in cases of this kind, and full particulars are not given, before the arrest is made, it should be ascertained whether the fugitive is wanted on warrant or indictment, the nature of the crime, date committed, name of complainant, and complete details, so that a fugitive complaint may be filed against him or her, and a fugitive warrant secured. Where the fugitive is coming to Kansas City on a train, or under other circumstances not permitting any delay, the fugitive shall be apprehended and the information secured as speedily thereafter as possible, so that complaint may be filed without delay.

Where the fugitive is wanted in a foreign country, the complaint should be filed before a United States Commissioner, or in the United States courts.

When a fugitive voluntarily agrees to return to the place where the crime was committed without the formality of the Governor's warrant, he should be required to sign a fugitive waiver in duplicate on blanks provided for that purpose, in the presence of witnesses, before he is turned over to the officer. One waiver to be placed on file by the official who delivers the fugitive and the other to be given to the official who receives him.

In cases where the Governor's warrant has been procured for a fugitive arrested in this city, it should be served upon the fugitive, who shall then be turned

over to the messenger, and due return made on the back of said warrant, as in the case of other warrants, after which the warrant shall be forwarded to the Chief of Police, so that it may be transmitted to the Governor of Missouri.

**SEC. 23. Homicide Cases, Identification of Bodies In.** In all homicide cases officers shall give their personal attention to having some relative, if possible, or intimate friend or acquaintance, of the deceased on hand to identify the body for the Coroner holding the post mortem examination and to the Coroner's jury. They will be particular to see that the Coroner is given the correct name and address of the person or persons so identifying the body, and also that the names and addresses of all witnesses are correctly stated at the inquest.

**SEC. 24. Injured Persons, Finding, Disposition Of.** Whenever an officer finds a person seriously injured, or in an unconscious condition, he should at once call the ambulance, or, if one is not available, a patrol wagon, to convey such person with all possible speed and care to the nearest hospital, or home, if requested. Where immediate medical attention is necessary to save life, the person should be taken to the nearest drug store or other convenient place and a physician called pending the arrival of the patrol wagon or ambulance. If the injuries inflicted were caused by some person with felonious intent, or through gross negligence, the officer should make every effort to arrest the offender, and secure the names and addresses of all witnesses. When deemed necessary, the witnesses should be taken to the station to be questioned and disposed of by the commanding officer.

**SEC. 25. Insane Persons, Care Of.** When a police officer is called upon to take a person presumed or alleged to be insane into custody, he shall at once take said person to the police station and turn him over to the officer detailed to take charge of the insane, with a report stating the names and addresses of relatives who requested that said party be taken into custody. Where a person's condition is such that he is dangerous to himself or to the community, he must be taken at

once into custody and placed where he can do no harm to himself or other persons.

**SEC. 26. Lawyers, Right to Interview Prisoners.** Lawyers applying at police stations for permission to see a prisoner for whom they claim to be counsel, shall be given an opportunity to do so on approval of the Chief of Police or commanding officer, provided the prisoner desires such counsel. In such cases the prisoner will be brought from the cell to some proper place in the station where he may consult with his counsel in private. No lawyer shall be permitted to visit his client in a cell or lock-up unless accompanied by some member of the force.

**SEC. 27. Loud Noises, Suppress.** If any person shall at any time make any loud or unusual or other improper noise, disturbance, diversion or create any riot in the streets, or elsewhere in the city, such as making a false alarm of fire, or ringing of bells, or blowing of horns, or bugles or other sounding instruments, or employing of any device, noise or performance tending to the collection of persons, or the disturbance in any manner of the public peace, or shall at late and unusual hours of the night make any noise, disturbance, or diversion calculated or likely, if persisted in, to disturb the peace or the quiet of any neighborhood, or of any family, it shall be the duty of the police officer to notify such person of his office and require him to desist; and if the noise or disturbance is not of a gross or aggravated character, and such person will immediately desist as required, the officer will not make an arrest; if the noise or disturbance be great, and likely to create a breach of the peace, or if the person shall continue any such noise, riot, or disturbance, or if desisting, he again commence the same within a short time, he, together with all persons aiding, counseling or assisting, shall be taken into custody by the officer.

**SEC. 28. When Court Is Open.** All persons arrested during the time the Municipal courts are in session, after first being booked on the Record of Arrests, shall be, without unnecessary delay, taken be-

fore the court for hearing, unless otherwise ordered by a superior officer.

**SEC. 29. After Court Is Closed.** All persons arrested when Municipal courts are not in session shall be conveyed to the proper police station, there to be safely kept until disposed of in the regular way.

**SEC. 30. Notifying Friends.** Whenever a person who is not known as a criminal or regarded as a suspicious character is arrested, it shall be the duty of the officer in command of the station where such prisoner is held, providing such prisoner requests it, to notify as soon as possible the friends of the person so held of the fact of such arrest, by telephone, telegraph, or messenger, in order that such person may have the necessary facilities for furnishing bail, but under no circumstances shall any employe or member of the Police Department be permitted to make any charge or accept any fee or reward for conveying or sending such message or information.

**SEC. 31. Property Must Be Inventoried.** All lost and stolen property recovered by members of the Department shall at once be inventoried upon blanks provided for that purpose, showing the date same was received, its description, specifically given, in name of article, quantity and value, name and residence of owner, if known and identified, place where found, name of person or persons from whom taken, the general circumstances connected therewith, and the name of the officer recovering such property.

**SEC. 32. Property, to Whom Delivered.** While such property is in the possession of any member of the Department said inventory shall continue therewith, and whatever officer receives the property shall also receive the inventory and receipt for same. The officer last receiving the property must send the same with the inventory to the Property Clerk, unless the same is turned over immediately to the owner, in which case the owner's receipt must be obtained on the inventory and said inventory forwarded to the Property Clerk.



**SEC. 33. Stolen Property, Disposition Of.** All property alleged or supposed to have been stolen or embezzled found in the possession of persons arrested shall be taken with such persons to the Criminal and Municipal courts, and all such property which is not immediately ordered delivered by the court to the lawful owners shall be conveyed with inventory by the officers recovering the same, or forwarded by the commanding officers, to the Property Clerk, without delay. Such property coming into possession of a member of the Department during the hours that the Criminal or Municipal courts are not in session shall be taken to the station of the district to which he is attached and given into the custody of the Desk Sergeant, and an inventory thereof shall be made and proper receipt given.

**SEC. 34. Property of Prisoners.** All property found on prisoners shall be taken from them and a receipt given therefor. The search shall be made by the turnkey in the police station in the presence of the Desk Sergeant or other officer in charge (excepting the cases of females), who shall make proper entry of such property on receipt blank. In case of persons arrested being suspected of being armed or carrying concealed weapons, the officer will be justified in passing his hands over their clothing for the purpose of finding such weapons, if carried, at any place where the arrest may be made. If any weapon or weapons are found they should be taken from the prisoner at once, but no other property should be taken, except it be for the purpose of preventing the loss or destruction of evidence.

Extreme care must be exercised to see that all sharp or pointed instruments, such as saws, tools, etc., with which a prisoner might injure himself or effect his escape shall be taken from him before he is locked up.

**SEC. 35. Property of Insane Persons.** In all cases of insane persons handled by the Department they shall be searched, as provided in Section 34 of this rule. All property taken from them shall be inventoried, and when such persons are delivered at the Hospital, or

other institutions, their property shall be taken with them and a receipt taken therefor on the inventory from the authorities in charge, and the inventory shall be disposed of as required in Section 32 of this rule.

**SEC. 36. Lost Property.** All lost property coming into the possession of members of the Police Department should be taken to their respective stations, inventoried and forwarded to the Property Clerk as soon as practicable, and receipted for, so that it may be advertised with the view of discovering the owner, if not called for within a reasonable time.

**SEC. 37. Property Clerk Only to Sell Property.** No lost or stolen property coming into the hands, possession or control of a member of the Police Department shall be sold except through the Property Clerk by order of the Board of Police Commissioners, and all such property, except as herein otherwise stated, shall be turned over to said Property Clerk for that purpose as early as circumstances will permit.

**SEC. 38. Property Not to Be Held in Stations.** No lost or stolen property shall be kept in the station after the case in which it was required as evidence is disposed of in court, and the prosecuting officer who used it as evidence in court must immediately deliver the same personally or forward it through the commanding officers to the Property Clerk, who will give receipt therefor. Property not required as evidence in court shall in all cases be forwarded to the Property Clerk without delay.

**SEC. 39. Leaves of Absence.** All applications for vacations or leave of absence shall be made to the Board of Police Commissioners, upon blanks provided for that purpose with recommendation of the commanding officer, where the member making the same is assigned, and the Chief of Police. These requests must be made through police channels.

Temporary leave of absence may be granted by any commanding officer, or by the Chief of Police, to any subordinate for one tour of duty, for good cause.

## **RULE XXX.**

### **LEGAL POWERS AND DUTIES OF POLICE.**

**SECTION 1. General Duties.** They shall at all times of the day and night, within the boundaries of the city, as well on water as on land, preserve the public peace; prevent crimes and arrest offenders; protect the rights of persons and property; guard the public health; preserve order at every public election and at all public meetings and places, and on all public occasions; prevent and remove nuisances on all streets, alleys, highways, waters and other places; protect firemen and property in cases of fire; protect emigrants and travelers at steamboat landings and railroad stations; enforce all laws relating to elections, lotteries and lottery policies, and to the observance of Sunday, and relating to pawnbrokers, intemperance, vagrants, disorderly persons, gambling and bawdy houses, and every other kind and manner of disorder and offense against the public health and good order of society.

**SEC. 2. Conservators of the Peace.** Police officers are conservators of the peace and as such have the power to arrest any person they shall have reason to believe has committed, within the city, or intends to commit, any breach of the peace or violation of law and order within the city limits, or to arrest any person found within the city who is charged with the commission of crime in the city or in the State of Missouri, against whom criminal proceedings shall have been issued, or to arrest any person who may have committed an offense within view of any member of the Police Department.

**SEC. 3. Police Empowered to Make Arrests, When.** The members of the police force of Kansas City are empowered to make arrests for the violation of any ordinance of the city for the protection, regulation and orderly government of parks, public grounds and other public property owned by said city and situated outside the limits thereof, and persons so arrested for the violation of any such ordinance may be brought

within the city limits and tried before the Municipal court. (Sec. 9773, Rev. Statutes of Mo. 1909.)

**SEC. 4. Persons Arrested, Before Whom Brought.** All persons arrested by members of the police force shall be brought before the Municipal court of Kansas City when arrested for the violation of any ordinance of said city, and in other cases brought before the Criminal court, or Justice court having jurisdiction of the offense, to be dealt with according to law.

**SEC. 5. Members of the Force, State Officers.** The members of the police force are officers of the state of Missouri and the city of Kansas City, Missouri. (Sec. 9782, Rev. Statutes of Mo. 1909.)

**SEC. 6. Power to Arrest and Hold Fugitives From Justice.** The members of the police force shall have power to arrest and hold, without warrant, for a period of time not exceeding twenty-four hours, persons found within the city charged with felonies in other states and who are reported to be fugitives from justice.

**SEC. 7. Warrants May Be Served, Where.** All warrants for violations of city ordinances and all criminal warrants to whomsoever directed, may be served and executed within the corporate limits of Kansas City by any member of the police force.

**SEC. 8. A Felony, Definition Of.** A felony is a grave crime, for which the offender may, on conviction, be punished by death or imprisonment in the penitentiary, such as murder, rape, arson, forgery, grand larceny, burglary, etc.

**SEC. 9. A Misdemeanor, Definition Of.** A misdemeanor is any offense less than a felony.

**SEC. 10. Officer May Break Open Doors, When.** When a felony has been committed, a police officer, armed with a warrant, may legally break open doors or windows to arrest the offender, after he has given notice of his office and purpose and has been refused admittance. An officer has the right furthermore to break open outer and inner doors and windows of a dwelling house, a building or any other inclosure to

effect an arrest for felony, on reasonable grounds of suspicion, if, after he has given notice of his office and purpose, he has been refused admittance. If he acts in good faith and on reasonable grounds of suspicion, he is justified in making the arrest and breaking the doors, even though it should appear afterward that no felony has been committed, and the right to break open the doors and arrest without warrant, on reasonable grounds of suspicion, is absolute and not dependent upon the probability of the suspected person's escape before a warrant can be procured.

A vague belief in the officer's mind suggested by his own thought is, under no circumstances, legal suspicion. There should be reasonable grounds of suspicion, supported by circumstances to warrant a cautious man to believe that the party is reasonably guilty of the offense charged.

SEC. 11. Arrests, How Made. An arrest is the taking or apprehending of a person to answer to a crime or offense alleged against him, or of which he is suspected, so that the person arrested becomes the prisoner of the officer making the arrest. An arrest may be made at any time, and is effected by the officer laying his hand on a person for the purpose of arresting him, though he may not succeed in holding him. It is necessary that the person to be arrested should be informed of the authority of the officer making the arrest. Where it is not possible for the officer to lay his hand upon the body of the person to be arrested, he need only inform such person that he or she is under arrest and the nature of the charge. In cases where an arrest may be lawfully made without warrant, the officer is, of course, not bound to exhibit any warrant; otherwise, the officer is obliged, if requested, to exhibit his warrant, if he can do so without incurring the risk of permitting the prisoner to escape. The right of a person arrested to see a warrant is subordinate to the duty of the officer to make the arrest. If a person has actual notice in any way that he is arrested by lawful authority, the officer need not exhibit his warrant. An officer should always exhibit his warrant where he may safely do so.

**SEC. 12. Arrests Without Warrants.** A police officer must make every exertion to effect the arrest of any person whom he may see in the act of committing a crime. If an officer has reasonable grounds to suspect that a person has committed a crime, he should arrest him, even though no charge be made to the officer and he did not see it committed. If it should afterward appear that no crime was in fact committed, the officer will be protected, if he can show that his suspicions were reasonable and it cannot be shown that he acted from any malice or ill-will. Persons may and should be arrested who are found prowling around at night, who are unable or refuse to give a satisfactory explanation of their conduct under such circumstances, or who have in their possession dangerous weapons or instruments ordinarily used by house-breakers. An officer should act when any citizen positively accuses another of a crime or even has reasonable grounds for believing that another has committed a crime, if the suspicion appears to the officer to be well founded and providing the person so charging or suspecting go with the officer to the station with the person accused, and file complaint against such person. An officer need have no hesitancy in acting in such a case, as the courts have held that "He who makes the charge should alone be answerable for false arrest." When the offense is not serious, and not committed in the officer's presence, such as minor assault cases or other violations of the city ordinances, and the accused is a reputable citizen, known to the officer, the latter should not arrest, but give the name of the accused person and his address to the complainant, if not known to said accuser, so that a warrant may be procured in the regular way. If in such cases the officer does not know the accused, and the latter fails or refuses to properly identify himself and the complainant insists upon the arrest being made and agrees to accompany the officer to the station, the arrest should be made and the accused taken to the station.

**SEC. 13. Arrests, Right to Use Force.** If an officer armed with a lawful warrant, or in making a lawful arrest without a warrant, be resisted and assaulted, he

shall be justified in using all necessary means to protect himself, even though he kill the assailant. An officer should, of course, exhaust every means in his power before resorting to the use of his revolver or other weapon, but he should not hesitate to save his own life or to prevent his receiving great bodily injury.

In making a lawful arrest, whether with or without a warrant, an officer has the right, and it is his duty, to use every means to accomplish his purpose, but he should avoid all unnecessary harshness or violence. If no resistance is offered, or attempt made to escape, he has no right to rudely and violently handle the prisoner. He should be discreet in the matter of using handcuffs or other means to prevent an escape.

**SEC. 14. Arrests on Warrants.** Police officers are authorized to execute all warrants for the arrest of offenders issued by any Judge of the Criminal court, any Justice of the Peace or any Judge of the Municipal court. An officer must see that the warrant delivered to him for service bears the stamp of the Chief of Police before he attempts to serve the same. Persons to be arrested must be correctly named, and when the name of the person to be arrested is not known, the officer shall have a description of such person, and have him pointed out, if possible.

**SEC. 15. Arrests, Where Not Made.** An arrest cannot lawfully be made in a court room or in the precincts of the court unless for an offense committed there, and after the arrest has been ordered by the court.

**SEC. 16. Confessions of Criminals.** After an officer has made an arrest he should always endeavor, with the assistance of his commanding officer, when possible, to secure a statement from his prisoner concerning the crime for which he has been arrested. When a confession is freely and voluntarily made, without having been induced by any promise, threat or fear, it is of the highest order of evidence, even though the person making it is under legal age. Confessions should be made under oath and sworn to before a Notary Public and should be somewhat in the following form:

State of Missouri, }  
 County of Jackson, } ss.

....., of lawful age (if of age), being duly sworn, on his (or her) oath states that .....

(Write in the statement) .....

(Signature) .....

Subscribed and sworn to before me, a Notary Public within and for the above named county and state; this ..... day of June, 1912.

Notary Public.

My commission expires .....

Where the officer taking the confession is unable to obtain the services of a Notary Public, the signing of the statement should be made before two or more reliable citizens, who should also sign the statement as witnesses to the signature.

**SEC. 17. Dying Declarations.** A dying declaration is a statement made by a dying person who is under the fixed belief that he is about to die and is without hope of recovery (concerning an injury inflicted upon him, of which injury he afterward dies) indicating the person or persons guilty thereof. Such a statement may be used in evidence only in homicide cases. Where there is neither time nor opportunity to reduce the statement to writing, the words used are admissible. Whenever possible it should be reduced to writing, signed by the person making it, and duly witnessed. If made while there is no hope of recovery, and if the officer receiving it cannot remember the exact language, he should state the substance, but it must be sufficiently clear and definite to indicate precisely the meaning and intent of the person making the statement. The officer should when informed by the physician that the injured person cannot recover, immediately notify the Prosecuting Attorney through his commanding officer, in order that the Prosecuting Attorney may come and take the dying statement of the injured party. If the officer is convinced that the injured party will die before the Prosecuting Attorney arrives, he should



proceed to get a statement from him. The officer should first ask the injured party in the presence of witnesses if he is certain that he is about to die and looks to death as inevitable and at hand, so that he (the officer) will, when called upon to testify, be able to indicate clearly the condition of the injured person's mind in this regard at the time he made the statement. After the injured person has answered this question in the affirmative the officer should proceed with the statement in the presence of witnesses, which should be in the following form:

I, \_\_\_\_\_, believing that I am about to die and having absolutely no hope of recovery, do hereby solemnly declare that \_\_\_\_\_  
 \_\_\_\_\_ (Here give name or names of accused)  
 did, on or about the \_\_\_\_\_ day of \_\_\_\_\_,  
 A. D. 1912, in the city of \_\_\_\_\_  
 county of \_\_\_\_\_ and state of \_\_\_\_\_  
 (Here give details of injuries inflicted; or if poison, state as fully as possible).

I hereby declare that the above statement is the truth, the whole truth, and nothing but the truth, and that it is made by me under the fixed belief that I am about to die and look to death as inevitable and at hand.

\_\_\_\_\_  
 (Signature)

Witnesses:  
 \_\_\_\_\_  
 \_\_\_\_\_

Dated Kansas City, Mo., \_\_\_\_\_, 1912.

Where possible the dying person should have the accused brought before him for the purpose of identification. This should be done in the presence of witnesses, so that they may be able to testify as to the manner in which the identification was made.

**SEC. 18. Elections—Offenses of Officers.** If any police officer shall, at any election precinct, intimidate, assault or drive away from the polls any duly qualified voter, or prevent, or attempt to prevent, any such lawful voter from exercising his elective franchise;

Or shall disobey any lawful order of a judge of election;

Or shall intimidate, assault or interfere with any judge of election, clerk of election, challenger or watcher in the performance of his duties, or wilfully permit any other person to intimidate, assault or interfere with them or any of them; or shall knowingly fail to arrest anyone attempting to vote the second time at such precinct, after having voted once thereat, he shall, upon conviction, be adjudged guilty of a felony, and be punished by imprisonment in the penitentiary for not less than two nor more than five years.

In addition thereto, the Board of Police Commissioners of Kansas City, upon complaint being made to it that any officer has been guilty of any of the offenses aforesaid, shall cite said officer before the Board for trial; said trial shall be public, upon oral testimony, and the Board shall issue subpoenas for all witnesses required by said complainant and said defendant officer, and said Board shall have power to compel the attendance of witnesses at said trial.

If, upon such trial, said officer shall be found guilty of any of the offenses aforesaid, he shall be summarily dismissed from the force, and upon sworn complaint being made to said Board of Police Commissioners that any officer has been guilty of any of the offenses aforesaid, said Board shall at once suspend said officer, and shall not reinstate him until after the trial before said Board and acquittal. (Sec. 6174, Rev. Statutes of Mo. 1909.)

**Sec. 19. Elections, Instructions for Officers.** Officers shall strictly enforce the law, and instructions of the Election Commissioners, and preserve order at the polls.

Each political party is entitled to one challenger inside the polling place and one challenger outside of the polling place, who shall be entitled to remain conveniently near to the entrance of the election booth. Police officers shall protect the challengers in the discharge of their duty, and keep all persons, except such challengers, judges and clerks of election, and voters when voting, one hundred feet away from the polling

places, and permit no electioneering within one hundred feet of the said polling places. No exceptions should be made to this order.

Police officers stationed at the various polling places shall NOT go into an election booth during the day, unless called in by the judges, or a judge, of election, or to preserve the peace, except when they go into the booth to cast their ballot in their home precinct.

Officers shall be particularly vigilant against anyone preventing or hindering, or attempting to prevent or hinder any qualified voter from exercising his right of suffrage, and also prevent any intimidation, harassing, bulldozing, or bribing of voters. If anyone is seen to either distribute or receive money for voting, he should be promptly arrested.

Officers shall arrest on view all persons detected in buying, or attempting to buy votes, and prevent all frauds at the election. If any officer has information or suspicion that money is being corruptly used about the polls or any place about the city, but has not sufficient evidence to warrant immediate arrest, he should report the same at once to his commanding officer and receive assistance.

Officers shall arrest, as soon as they have voted and have completely left the vicinity of the election booth, all persons who live in, or give as their residence, a house known as an immoral resort or bawdy house.

All persons arrested for election offenses shall be sent to police headquarters as soon as the arrest is made.

Officers shall see that "Pluggers" do not take the places in the line and change with the voters after they come up, and shall arrest all persons who attempt to vote the second time.

Officers shall arrest any and all persons on request of any judge of election for having fraudulently attempted to vote, and officers shall prevent all frauds at the election, but they should take no orders from others than their commanding officers or from a judge of election.

No police officer shall take part in any election, except to preserve order and enforce the laws, and ex-

cept that it shall be arranged that every officer shall have time and opportunity to cast his own ballot in the proper precinct.

Officers shall accompany the judges and clerks of election when taking the ballot boxes, after the votes are counted, to the Election Commissioners' office.

## RULE XXXI.

### OFFICIAL COMMUNICATIONS AND REPORTS.

**SECTION 1. Addressed to Chief of Police.** All official communication and reports shall be addressed to the Chief of Police.

**SEC. 2. Official Correspondence.** All official correspondence received from or forwarded to persons outside of the Department, except night messages at headquarters, shall first be submitted to the Chief of Police, unless otherwise ordered by him. No member of the Department shall in any way communicate or correspond with any person outside of the Department concerning Department business, unless the communication has first been submitted to the Chief of Police for his official sanction and signature.

**SEC. 3. Upon Blanks Provided.** All official communications and reports shall be made upon the blanks and papers furnished by the department for that purpose, and must be signed in full personally by the officers by whom the same purport to be made, and shall be forwarded to the Chief of Police through the proper ranking officers, unless otherwise specially ordered by the Chief of Police. No stamped signatures will be permitted under any circumstances. All reports must be made in triplicate, the yellow copy being retained at the station and the white and blue copies sent to the Chief of Police.

**SEC. 4. Written on One Side.** Communications shall be written on one side of the paper only, unless blanks provide otherwise.

**SEC. 5. Official Reports Requested by Chief of Police.** Whenever an official or special report is called for by the Chief of Police, the commanding officer to

whom the order is directed shall, after careful investigation conducted personally or through his immediate subordinates, report the result in writing over his own signature.

**SEC. 6. Reports of Murders, Burglaries, Robberies, Suicides, Etc.** An officer while investigating a murder, burglary, robbery, suicide or other serious matter, shall be careful to get all particulars.

(a) In murder cases, in making report, he must always give, if possible, full name, residence, age, nativity and occupation of principals, whether married or single, together with the names and addresses of witnesses, how and where crime was committed, cause and attending circumstances thereof, and, if possible, secure photograph of person committing the crime, if not apprehended, and also names and addresses of all relatives and intimate friends. These reports must be made on Form 503-A.

(b) In burglary cases, the address, name of owner and description of property stolen and value thereof, manner in which entrance was effected, names and descriptions of persons suspected, if any, and such other points connected therewith as may be pertinent, should be obtained. Reports should be made on Form 503-C.

(c) If robbery, the name and address of person robbed, time and place of robbery, description and value of property stolen and of person who committed the crime. These reports must be made on Form 503-C.

(d) If suicide, give name, age, occupation, nativity, description, time, manner and circumstances attending same, and name and address of nearest relative or friend and attending physician. These reports must be made on Form 505.

(e) If accident, state the nature thereof and extent of injuries, how, when and where, and under what circumstances it occurred, with name, age, occupation and residence of person or persons injured, and names of witnesses; if occasioned by street car or train, where possible secure number of car or engine and names

and addresses of employes. These cases must be reported on Form 505.

(f) If fire, give time of discovery, name of street and number of house, kind and character of premises, name of owner and occupants, name of person turning in alarm, location of fire box used, origin or cause of fire, whether accidental or the work of an incendiary, and such other facts as may be pertinent thereto. These reports must be made on Form 504.

(g) Investigation or state case arrests: Must be reported, giving name of party and details of crimes suspected of, with other details pertaining thereto. These must be reported on Form 503-A, unless arrest is made before proper report of crime has been made out, in which case the arrest will be noted thereon.

(h) Miscellaneous matters must be reported on Form 504.

(i) Investigation of criminal complaints: Must be reported on the supplementary report, Form 506, by officers assigned on case, giving details of action taken by them and the information obtained.

(j) Missing people: The name and address of party, with age, nativity, color and description, name and address of party reporting the case, date of disappearance and other details pertaining thereto must be reported on Form 507.

(k) Recovered property, of any description, whether lost or stolen, must be reported on Form 538 (old No. 4).

(l) Court case records: Every member of the Department must fill out Form 532 each time he attends court in any case, showing the action taken on the case at that time.

(m) Change of address: Every member of the Department when changing his residence address must fill out three change of address cards, and send one to the commanding officer, one to the Chief of Police and one to the Secretary to the Board of Police Commissioners.

(n) Matron's report of cases handled will be made weekly.

(o) When lost or stolen property is reported it shall be described in the following manner:

1. Watches should head the list, giving kind of case and movement and numbers of movement and case and initials or engraving, if any.

2. Jewelry, set with diamonds. Give weight of stones and number of stones in each article.

3. Jewelry, set with stones other than diamonds. Give size, kind and number of stones set in each article and initials, if any.

4. Gents' clothing. Always secure maker's name, if possible, color and kind of cloth and style.

5. Ladies' clothing. Give maker's name, if any, and description.

6. Miscellaneous. Give description and name, numbers or initials, if any.

(p) Written reports must be made by officers on the following matters:

1. Criminal complaints.

2. Miscellaneous complaints.

3. Accidents.

4. Sudden illnesses or deaths.

5. Suicides.

6. Attempted suicides.

7. Extraordinary city arrests.

8. All matters pertaining to dramshops.

9. All matters pertaining to bawdy houses.

10. All matters pertaining to clubs.

11. All matters pertaining to gambling.

12. Court action on cases.

13. Change of address cards.

14. Matron's weekly report.

15. Weekly dramshop report.

16. Weekly report of existence or non-existence of wine rooms and gambling.

17. Violations of the rules of the Department, or conduct of any member of the Department in violation of law or police discipline.

18. Physical or mental disability of any member of the Department which he has reason to believe has not been reported by the disabled member.

19. Dangerous or offensive objects or places.

20. Violations of ordinances.

21. Any unusual conditions or occurrences, needing or having received police action.

22. Dangerous or filthy condition of streets, alleys and sidewalks or other conditions liable to cause injury or loss.

23. Dangerous condition of, damaged or blocked up sewers, manholes, catch basins, etc.

24. Defective street lights, poles or gas mantles and lights not burning.

All reports must be signed by the officers making same and approved and signed by the commanding officers before being sent to the Chief of Police. Reports must be forwarded promptly and must be delivered twice daily, at 9:00 a. m. and 4:30 p. m.

## RULE XXXII.

### RECORD BOOKS.

**SECTION 1. How Kept.** All records at the several police stations shall be kept in record books furnished by the Department and entries therein shall be made by desk clerks or sergeants, except as otherwise specially provided. Entries shall be in a clear, legible hand and the books shall be kept in a uniform and business-like manner, subject to the supervision of the Secretary to Chief of Police and as approved by the Chief of Police. Said record books shall be as follows:

	Form No.	
1. Arrest book. . . . .	510	
2. Prisoner property book. . . . .	508	
3. Prisoner bond book. . . . .	539	Old No. 12
4. Recovered property book. . . . .	509	
5. Daily assignment and time book (blotter). . . . .	518	
6. Officers' roster book. . . . .		

**SEC. 2. Must Be Complete.** The arrest book must be a complete record of each arrest and careful attention given to filling all spaces covering information desired.

**SEC. 3. Responsible for Shortages.** Care must be



used in properly checking and recording prisoners' property to the end that there may be no complaints of shortage. Clerks and officers in charge of booking desks will be held personally accountable for any shortages due to carelessness in the handling of all moneys and property.

**SEC. 4. Assignment Book, Accurately Kept.** The daily assignment and time book must be accurately kept, showing each day the post duties performed or special duties performed by the officers and employes, and the absentees. The names of all officers and employes assigned to the district will be entered in this record the first of each month, and the semi-monthly payrolls made up from same on the 15th and last days of each month.

The name, address and nearest telephone number of all officers and employes assigned to the district will be entered in the roster book, and any changes promptly noted.

## RULE XXXIII.

### SCHOOL OF INSTRUCTION.

The following questions and answers are given merely for the purpose of indicating the manner in which the School of Instruction will be conducted, but the members of the Department should not feel that the instructor is confined to them strictly, as he may vary or enlarge upon them according to his discretion:

Q. What is a policeman? A. A person duly appointed and sworn to enforce and execute the criminal laws of the state and the ordinances of the city.

Q. Has a policeman any authority in civil cases? A. None whatever.

Q. What relation does a patrolman bear toward the community at large? A. He is a servant of the people, from whom emanates the power that created him. Every person should receive protection and kind treatment at his hands.

Q. What constitutes an arrest? A. The laying of a hand upon the shoulder or other part of the person

to be arrested, when possible, accompanied by the words, "I arrest you," or "You are my prisoner," or such other words of similar import as shall make the person arrested, or attempted to be arrested, to understand that he or she is a prisoner.

Q. Under what circumstances may a policeman make use of his baton or club? A. Only in self-defense or in order to subdue a refractory prisoner.

Q. Under what circumstances may an officer use his revolver? A. (1) In defense of one's own life, or the life of a member of the Department, or other person. (2) (a) in cases where the officer has arrested a person charged with a felony and the prisoner attempts to escape from the officer. (b) In cases where an officer has seen a felony committed or has good reason or just cause to believe a person has committed a felony, and upon the officer attempting to arrest said person, he attempts to escape. (c) In cases where the officer has himself seen one engaged in committing an act constituting treason against the state or United States, or has reason or just cause to believe such an act has been committed, and upon the officer attempting to arrest said person, he attempts to escape.

Then the firearms must not be used except after pursuit of the escaping criminal has been made by the officer, and the officer is satisfied that the person pursued will escape unless resort is had to firearms. If firing is absolutely necessary, the officer should discharge the firearm by first firing the same into the ground or other safe place, and when found necessary to fire to halt such escaping prisoners or offenders, full warning and opportunity must be given them to halt, by calling out at least twice, "Halt, or I will fire," before any firing is indulged in, and upon firing the utmost effort should be observed to see that no vital portion of the body should be shot at.

Q. What are the general duties of a policeman? A. To protect life and property, prevent the commission of crime and arrest violators of the law.

Q. When a policeman is off active duty, is he required to act officially when called upon? A. Yes; at all times.

Q. What are a policeman's duties when patrolling?  
A. To inspect every part of his post as often as practicable, and to give special attention to suspicious characters.

Q. Are policemen allowed to stand talking to each other or to citizens in the streets while on duty? A. No; unless it is necessary in the actual discharge of police duty.

Q. When citizens make inquiries, how should they be treated? A. With civility and attention. A policeman should afford all proper information in his power with as little delay as possible.

Q. Is it the duty of an officer to give his name and number when asked? A. Yes.

Q. When a prisoner is taken into custody, what is the officer's duty? A. To convey such prisoner at once to the police station. If he has no warrant, he will instruct the complainant, if any, to accompany him to the station to file complaint.

Q. How should prisoners be treated? A. With kindness, and only so much restraint should be exercised as may be absolutely necessary.

Q. When a prisoner is taken into custody, is it necessary to guard against the disposal of weapons or articles of property which prisoner may have in his possession? A. Yes; the greatest care must be taken to prevent the prisoner from throwing anything away.

Q. Should a prisoner escape from custody, has a policeman power to pursue and rearrest him? A. Yes; and in cases of felony, if the fugitive takes refuge in a house, the doors may be broken open after demand for admission is made, and the policeman gives notice to the occupants that he is an officer and states his business.

Q. When may an officer arrest a person without a warrant for a criminal offense not committed in his presence? A. The officer has a right to make such arrest, if he has reasonable grounds for believing that the person to be arrested has committed a criminal offense.

Q. Should a prisoner be desirous of making a statement or confession, ought the policeman caution him

against incriminating himself? A. He is not required by law to do so. He must avoid offering any inducement or using any language that could be construed as offering an inducement to confess. In the event of his making a statement, the officer should attentively notice it, and be prepared to repeat the same when required, if the prisoner refuses to make and sign a written statement.

Q. What is the duty of a policeman if an assault or other violation of law is committed in his presence?

A. To promptly arrest and convey the offender to the station.

Q. How is the efficiency of the police force maintained? A. By strict discipline.

Q. How may a policeman hope to advance in rank in the Police Department? A. By obedience, energy, intelligence and good conduct.

Q. How are policemen to communicate to the Chief of Police? A. In writing, through their superior officers.

Q. How does a policeman salute his superior officer? A. By raising his right hand to his forehead and letting it fall naturally to his side.

Q. How should a policeman act toward his relieving partner? A. He should be careful to inform him of the condition of their post and of every matter thereon requiring special attention, so that they may act in concert for the public good.

Q. Do you know that a policeman is liable to punishment for neglect of duty? A. Yes; he is liable to be reprimanded, fined, or dismissed from the force.

Q. Is a policeman required to return all police property to the Department if he leaves the service? A. Yes; he must forthwith deliver all police property in his possession to his commanding officer or Secretary to the Board of Police Commissioners.

Q. May a policeman conduct any other business? A. He may not, without violating the rules of the Police Department.

Q. What is a felony? A. Any offense against the law which subjects the offender, upon conviction, to punishment by death or imprisonment in the penitentiary.

Q. When a felony has been committed, what is a policeman's first duty? A. To arrest the person committing it or one against whom there is a reasonable suspicion.

Q. What are state misdemeanors? A. Offenses against the state laws which are punishable by imprisonment in the county jail or fine, or both.

Q. What are city misdemeanors? A. Violations of city ordinances, punishable by fine.

Q. How should a policeman when on post communicate matters of importance to his superior officers? A. In all cases of importance he should, as soon as he comes in the possession of the knowledge thereof, hasten to the nearest patrol box or telephone and report the same at once to the Captain, Lieutenant or Sergeant in charge.

Q. Has a policeman authority to arrest a person on suspicion? A. Yes; if he sees a person prowling around, especially during the night time, carrying a bundle or other package, who fails or refuses to give a good account of himself, arrest may be made; but the policeman must be careful that his zeal does not get the better of his judgment in such cases. The manner, actions and conversation of suspected persons are the only things which can establish legal grounds for reasonable suspicion to justify an arrest.

Q. If a person threatens another with personal violence in a policeman's presence, shall the latter interfere? A. Yes; for the purpose of preventing a breach of the peace, and, if necessary, he should arrest the aggressor and send him to the station for disorderly conduct.

Q. Has a policeman authority to arrest for violation of state laws as well as for violation of city ordinances? A. Yes; policemen are required by the state law to faithfully enforce and execute the laws of the state and the ordinances of the city.

Q. What is a policeman's duty in regard to lost children? A. If a child can tell its name and residence, and such residence is on his post, the child should be taken home; otherwise the commanding officer of the station should be notified.

Q. In case of a violent or sudden death occurring on his post, what should a policeman do? A. Promptly make any arrest necessary; take the names and residences of all witnesses; note all circumstances attending the crime and at once send word to the station so that the Coroner may be notified.

Q. How should a policeman execute a search warrant? A. Go with the owner of the property described in the warrant to the place therein indicated and search the same, causing as little annoyance or disturbance to the occupants, if any, as possible. If the property is found, take it to the station, and if the circumstances are such as to attach to the person or persons in whose possession such property is found a reasonable suspicion of criminal relation to such property, they should be arrested, and a full return or statement of action taken should be written on back of warrant.

Q. Is it the duty of a policeman to observe whether carriages, coaches, omnibuses, automobiles, bicycles, etc., traveling after dark are provided with lighted lamps? A. Yes; if not so provided the driver or rider thereof should be cautioned or arrested for violation of the city ordinance.

Q. Should a dispute arise between a hirer and driver of any public vehicle and the matter be referred by them to a policeman, what is his duty? A. To explain the rates allowed public carriers under the ordinances, and, if overcharge has been made, to arrest the driver and turn in a report of the circumstances to the commanding officer.

Q. What is the duty of a policeman when a fire is discovered on his post? A. To hasten to the spot, and if the fire cannot be extinguished by hand, to turn in an alarm immediately from the nearest fire alarm box. He should never fail to inquire if any person is in the building, and if so, make every effort to effect a rescue.

Q. Is it necessary on all occasions of fire and other public assemblages that special attention be directed to thieves and pickpockets? A. Yes, as they take advantage of all such gatherings to commit their depredations.

Q. In the event of a great crime being committed, or other casualty occurring on his beat, how should a policeman act? A. With decision and promptitude, hasten to the scene thereof, secure the supposed criminal, if possible, at once, then fully investigate the matter, and make complete report in writing to his superior at the station or at headquarters, after verbal report has been made.

Q. How should a policeman report a murder, suicide, robbery; or other serious matter? A. If murder, give full name, residence, age, nativity, character and occupation of principals, whether married or single, together with names and residences of witnesses, how and in what manner it was committed, cause, and all attending circumstances thereof.

If suicide, give name, age, character and nativity of the suicide and the place, time and manner of the commission of the offense and all circumstances attending the same.

If robbery, give name of person robbed, how done, place, description of property stolen, names and descriptions of parties suspected, if any, and such other facts connected therewith as he shall be able to gather.

If fire, give time of discovery, number of houses and name of street, or location, kind and character of premises, name of owner, occupant or occupants, origin or cause of fire, and such other facts connected therewith as he may be able to ascertain.

If accident, the nature thereof, how, when, where and under what circumstances it occurred, with name, age, occupation and residence of person injured and names and addresses of all witnesses.

Q. What is the duty of a policeman in case a riot be impending or in progress? A. Disperse the crowd, if possible, by peaceful means; if not successful, call for assistance, and secure the principal instigators of the tumult; implicitly obey the commands of any superior who shall be present.

Q. Is it necessary for a policeman to make minutes of his evidence when a prisoner is committed for trial? A. Yes; he should make all such notes in memorandum book, in order that he may, if necessary, re-

fresh his memory before giving evidence at the trial.

Q. Of what interest is it to a policeman if a complaint against a prisoner is dismissed by his superior officer or by the court? A. None whatever; a policeman's duty is accomplished when he brings his prisoner to the station and presents his case in court. No intelligent and conscientious officer, having a knowledge of his relation to society, will say aught to aggravate the offense in an effort to increase the punishment.

Q. What are the essential requisites of a good policeman? A. Honesty, truthfulness, sobriety, courage, intelligence, good morals, good temper, promptitude, impartiality and pleasant address.

Q. If a person apply to a policeman for assistance in civil cases, or to make an arrest which he cannot legally perform, what should the policeman do? A. Decline to interfere or arrest without proper authority.

Q. What is the duty of a policeman in regard to insane persons? A. To take charge of such found wandering in the streets and convey them to a police station.

Q. When on duty at night, is an officer required to ascertain that the doors of stores are properly secured? A. Yes; he should frequently examine the doors and windows.

Q. Should he find any door or window left open or insecure, what action should a policeman take? A. Secure the premises and report the condition thereof to the owner or resident and to the station.

Q. What is the duty of a policeman in regard to uninhabited houses? A. To pay particular attention to them; see that the windows, doors and transoms are kept secured; that no loafers or boys are allowed to enter therein, and that no depredations are committed therein.

Q. What is the proper mode of serving a subpoena? A. Upon the person named therein, personally.

Q. What is the proper mode of giving evidence? A. To maintain a respectful demeanor, to speak distinctly, and give ready answers to all questions.

Q. In giving testimony against a prisoner, should



a policeman confine himself to the cause before the court? A. Yes; strictly so, and never to refer to any former trial or conviction unless called upon to do so.

Q. What is murder? A. The wilful, deliberate and premeditated killing of another, and every homicide which is committed in the perpetration or attempt to perpetrate any arson, rape, burglary or mayhem is murder in the first degree. All other kinds of murder at common law not declared manslaughter or justifiable or excusable homicide are murder in the second degree.

Q. What is manslaughter? A. The unlawful killing of another without malice, either upon a sudden quarrel or unintentionally while the slayer is in the commission of some unlawful act not amounting to a felony.

Q. What is rape? A. Carnally and unlawfully knowing a female child under the age of 14 years, or forcibly ravishing any female person.

Q. What is seduction? A. Seducing an unmarried female of good repute under 21 years of age by the promise of marriage.

Q. What is mayhem? A. One who, with malice aforethought, cuts or bites off the ear or cuts or disables the tongue, put out an eye, or slits, cuts or bites off the nose or lip or cuts off or disables any limb or member of any person with intent to kill, maim or disfigure such person.

Q. What is assault with intent to kill? A. Shooting at, stabbing or beating another with intent to kill, maim, ravish or rob such person.

Q. What is arson? A. Wilfully setting fire to or burning any dwelling or house, outhouse, factory, store, workshop, water craft, railroad car, the property of another, or any church, meeting house, school house or any of the public buildings.

Q. What is burglary? A. Breaking and entering, either in day or night time, any dwelling house, bank, store, etc., whether at the time occupied or not, with intent to carry away any part thereof, or any picture or other thing attached to or connected with the same or to commit any criminal offense.

Q. What is robbery? A. Taking the property of another from his person, or in his presence and against his will by violence to his person, or by putting him in fear of some immediate injury to his person.

Q. What is grand larceny? A. The taking or stealing of money or property or things of value to the amount of \$30.00 or more.

Q. What is petit larceny? A. The taking or stealing of money or property or things of value less than \$30.00.

Q. What is embezzlement? A. The converting to one's use or the making away with or secreting, with intent to convert to one's own use, anything of value coming into his possession, or under his care, by virtue of his employment or office, whether the thing so converted is the property of his employer, or that of any other person, co-partnership, association or corporation.

Q. What is obtaining goods by false pretenses? A. Gaining possession of money, personal property, or other valuable thing or property, the property of another, with intent to defraud by color of any false token, writing or representation.

Q. What is receiving stolen property? A. Buying or in any way receiving stolen goods, money, personal property or other valuable things or effects that shall have been embezzled, converted, secreted or stolen from another, knowing the same to have been so embezzled or stolen.

Q. What is adultery? A. Where a man and woman live together (one or both of whom are married and not to each other) and lewdly and lasciviously abide and cohabit with each other. The living together of any person, married or single, guilty of open, gross lewdness or lascivious behavior, or of any open and notorious acts of public indecency or grossly scandalous conduct.

Q. What is forgery? A. Falsely making or altering any writing of a public or private nature with intent to defraud another, or which might operate to the prejudice of another, or passing, uttering or publishing or attempting to pass, utter or publish as true and

genuine any papers so falsely made or altered, knowing the same to be false or forged, with the intent to defraud or prejudice the right of another.

Q. What is bigamy? A. Marriage between persons one or both of whom are already married to other persons yet living and not legally divorced therefrom.

## RULE XXXIV.

### DRILL REGULATIONS, SETTING-UP AND BATON EXERCISES.

#### I. Drill Regulations.

(Note.—The word "policeman" as used in this rule shall apply to all members of the force.)

**SECTION 1. Commands.** There are two kinds of commands—preparatory and command of execution.

The preparatory command, such as "Forward," indicates the movement to be executed. This command should be given at such an interval of time before the command of execution as to admit of its being properly understood. The tone of command is animated, distinct and of a loudness proportioned to the number of men under instruction. This command is pronounced in an ascending tone of voice, but always in such a manner that the command of execution may be more energetic and elevated.

The command of execution is pronounced in a firm and brief tone, and causes the execution, such as "March," "Halt," or other movements, and is to be given at the instant the movement is to begin.

Indifference in giving commands must be avoided, as it leads to laxity in execution. Commands must be given with spirit at all times.

To revoke a preparatory command, or being at a halt, to begin a new movement improperly begun, the instructor commands, "As You Were," at which the movement ceases and the former position is resumed.

**SEC. 2. Position of a Policeman at Attention.** Heels on the same line, and as near together as the conformation of the man permits; knees straight without

stiffness; body erect on the hips, inclined slightly forward; shoulders square and falling equally; arms and hands falling naturally; backs of hands outward; little fingers opposite the seams of trousers; elbows near the body; head erect and square to the front; chin slightly drawn in without constraint; eyes straight to the front.

**SEC. 3. Distances and Intervals.** Distance is measured from the back of the man in the front to the breast of the man in rear.

The interval between men is measured from elbow to elbow, between companies, squads, etc., from the left elbow of the left man or guide of the group on the right to the right elbow of the man or guide of the group on the left.

Facing distance is fourteen (14) inches. The interval between men in a rank is four (4) inches. Distance between men in ranks is forty (40) inches in both line and column.

The allowance for the front of a man is taken at about twenty-six (26) inches, including the interval, and the depth about twelve (12) inches.

**SEC. 4. Formation for Roll Call.** The policeman calling the roll will first station a policeman for the right guide and head of the column; right guide faces the front.

The policeman calling the roll will then station himself six (6) paces in front of where the center of the company is to be and commands, "Fall In, Single Column, According to Height." At this command the men will fall in column, facing the guide, tallest man in front, at facing distance (which is fourteen (14) inches, measured from the back of the man in front to the breast of the man in the rear). When the men have their positions the command will be, "In Two Ranks, Form Company" (preparatory command), "March" (command of execution).

At the command "March," the first man faces to the left, the second man places himself in the rear rank, covering the first at a distance of forty (40) inches; both place the left hand on the hip as explained in "Right Dress," and the other men close in, in quick

time, and form alternately in front and rear rank, as explained for the first two, each man facing to the left upon arriving at his proper place, then executing right dress.

All men having formed, the command will be "Front." At this command they drop the left arm smartly to the side, and turn head and eyes to the front. The command will then be "Count Off." At this command all except the right file execute "Eyes Right," and, beginning on the right, the men of each rank count, "One, Two, Three, Four." Each man turns his head and eyes to the front as he counts.

The roll will then be called, and as each policeman's name is called he will answer "Here" in an audible tone of voice and step one pace to the front.

The position of the policeman in charge is twelve (12) paces in front of the center and facing the company.

The policeman calling the roll, after completing the roll call, will execute the "About Face," salute, and report to the policeman in charge, "All present," or "Policeman ——— absent."

The policeman in charge will return the salute and order the orders to be published. The policeman, after publishing the orders, will again execute the "About Face," salute, and report, "Orders published."

After his salute has been returned he will again salute, execute the "About Face" and go by the nearest route to his position, two paces in the rear of the second file from the right of the company, or where the policeman in charge may designate.

At the calling of the roll, turnkeys, drivers, hostlers, operators and clerks will fall in as file closes, which distance is two paces in the rear rank of the company.

#### SEC. 5. Facings.

##### 1. Right Face.

Raise slightly the left heel and right toe and face to the right, turning on the right heel, assisted by a slight pressure on the ball of the left foot; place the left foot by the side of the right.

##### 2. Left Face.

Raise slightly the right heel and left toe and face to the left, turning on the left heel, assisted by a slight pressure on the ball of the right foot; place the right foot by the side of the left.

3. About Face.

Raise slightly the left heel and right toe, face to the rear, turning on the right heel, assisted by a slight pressure on the ball of the left foot; replace the left foot by the side of the right.

SEC. 5. Eyes Right or Left.

1. Eyes Right (or Left).

2. Front.

At the command "Right," turn the head to the right so as to bring the left eye in a line about two inches to the right of the center of the body, eyes fixed on the line of eyes of the men in, or supposed to be in, the same rank.

At the command "Front," turn the head and eyes to the front.

SEC. 6. Salutes With the Hand.

1. Right (or Left) Hand.

2. Salute.

Raise the right hand smartly till the tip of the forefinger touches the lower part of the headdress (if uncovered, the forehead) above the right eye, thumb and fingers extended and joined, palm to the left, forearm inclined at about forty-five degrees, hand and wrist straight. 2. Drop the arm smartly to the side.

The left hand is used only when the right is engaged. When saluting, look toward the person saluting.

SEC. 7. To Dress to Right or Left.

1. Right (or Left) Dress.

2. Front.

At the command "Dress," place the palm of the left hand on the ball of the hip (or just behind baton and below belt, when worn), thumb and fingers extended and joined pointing downward, elbow straight to the left, shoulders square, turn the head to the right so as to bring the left eye in a line two inches to the right of the center of the body, eyes fixed on the line of the eyes of the men in the same rank; close in to the right until the right arm slightly touches the elbow of

the man on the right, and get correct alignment. At the command "Front," drop the left arm smartly by the side, turn head and eyes to the front.

Left Dress. Left hand on hips same as in right dress, head and eyes to the left.

### SEC. 8. Steps and Marches.

#### (1) QUICK TIME.

The length of the full step in quick time is thirty (30) inches, measured from heel to heel, and the cadence is at the rate of one hundred and twenty (120) steps per minute.

To march in quick time: 1, Forward; 2, March.

At the command "Forward," throw the weight of the body upon the right leg, left knee straight.

At the command "March," move the left foot smartly, but without jerk, straight forward thirty (30) inches from the right, measuring from heel to heel, sole near the ground; straighten and turn the knee slightly out; at the same time throw the weight of the body forward and plant the foot without shock, weight of body resting upon it; next, in like manner, advance the right foot and plant it as above; continue the march.

The cadence is at first given slowly, and gradually increased to that of quick time.

The arms hang naturally, the hands moving about six (6) inches to the front and three (3) inches to the rear of the seam of the trousers.

#### (2) DOUBLE TIME.

The length of the full step in double time is thirty-six (36) inches; the cadence is at the rate of one hundred and eighty (180) steps per minute.

To march in double time: 1, Forward; 2, Double Time; 3, March.

At the command "Forward," throw the weight of the body on the right leg. At the command "March," raise the hands until the forearms are horizontal, fingers closed, nails toward the body, elbows to rear; carry forward the left foot, knee slightly bent and somewhat raised, and plant the foot thirty-six (36) inches from the right; then execute the same motion with the right foot; continue this alternate movement

of the feet, throwing the weight of the body forward and allowing a natural swinging motion to the arms.

If marching in quick time, the command "Forward" is omitted.

At the command "March," given as either foot strikes the ground, take one step in quick, and then step off in double time.

To resume the quick time: 1, Quick Time; 2, March.

At the command "March," given as either foot strikes the ground, advance and plant the other foot in double time, resume the quick time, dropping the hands by the side.

When marching in double time and in running, the men breathe as much as possible through the nose, keeping the mouth closed.

To arrest the march in quick or double time: 1, Squad; 2, Halt.

At the command "Halt," given as either foot strikes the ground, advance and plant the other foot; place the foot in the rear by the side of the other. If in double time, drop the hands by the sides.

The halt, while marking time and marching at the half step, side step and back step is executed by the same commands.

**SEC. 9. To Mark Time.** Being in the march: 1, Mark Time; 2, March.

At the command "March," given as either foot strikes the ground, advance and plant the other foot; bring up the foot in the rear, and continue the cadence by alternately raising and planting each foot on line with the other. The feet are raised about four (4) inches from the ground and planted with the same energy as when advancing.

To resume the full step: 1, Full Step; 2, March.

**SEC. 10. Half Step.** Being in the march: 1, Half Step; 2, March.

At the command "March," given as either foot strikes the ground, take steps of fifteen (15) inches.

To resume the full step: 1, Full Step; 2, March.

The length of the half step in double time is eighteen (18) inches.



**SEC. 11. Side Step.** Being at a halt: 1, Right (Left) Step; 2, March.

Carry and plant the right foot ten (10) inches to the right; bring the left foot beside it and continue the movement in cadence of quick time.

The side step is used for small intervals only, and is not executed in double time.

**SEC. 12. Back Step.** Being at a halt: 1, Backward; 2, March.

At the command "March," step back with the left foot fifteen (15) inches straight to the rear, then with the right, and so on with the feet alternating.

At the command "Halt," bring back the foot in front to the side of the one in rear.

The back step is used for short distances only, and is not executed in double time.

**SEC. 13. To Change Step.** Being in march: 1, Change Step; 2, March.

At the command "March," given as the right foot strikes the ground, advance and plant the left foot; plant the toe of the right foot near the heel of the left and step off with the left foot.

The change of the right foot is similarly executed, the command "March" being given as the left foot strikes the ground.

**SEC. 14. To March to the Rear.** Being in march: 1, To the Rear; 2, March.

At the command "March," given as the right foot strikes the ground, advance and plant the left foot; then, turning on the balls of both feet, face to the right about and immediately step off with the left foot.

If marching in double time, turn to the right about, taking four steps in place, keeping the cadence, and then step off in the new direction with the right foot.

**SEC. 15. To March by the Flank.** Being in march: 1, By the Right Flank; 2, March.

At the command "March," given as the right foot strikes the ground, advance and plant the left foot, then face to the right in marching and step off in the new direction with the right foot.

1, By the Left Flank; 2, March.

At the command "March," given as the left foot

strikes the ground, advance and plant the right foot, then face to the left in marching and step off in the new direction with the left foot.

**SEC. 16. The Oblique March.** Being in line: 1, Right (or Left) Oblique; 2, March.

Each man steps off in a direction forty-five (45) degrees to the right of his original front.

He preserves his relative position, keeping his shoulders parallel to those of the man next on his right, and so regulates his steps as to make the ranks remain parallel to their original front.

The rear rank conforms to the foregoing, each man marching so as to cover his file leader upon resuming the original direction.

At the command "Halt," the men will halt face to the front.

To resume the original direction: 1, Forward; 2, March; 3, Guide (right or left).

The men half face to the left in marching and then move straight to the front.

At half step or mark time while obliquing, the oblique march is resumed by the commands: 1, Full Step; 2, March.

In the oblique march, the guide is, without indicating, always on the side toward which the oblique is made.

On resuming the direct march in line, the guide is announced.

**SEC. 17. Being in Column of Squads, to Form Column of File.** 1, Right (Left) by File; 2, March.

At the first command, the rear rank closes to facing distance, increasing the length of step if in march. At the command "March," all files, except the right one of the leading squad, mark time. The other files of the leading squad when disengaged successively oblique to the right in full step and follow the preceding file at facing distance.

When the left file of the leading squad is about to oblique, the right file of the next squad moves to the front, and soon to the rear of the column, the men keeping closed as nearly as possible to facing distance; the guides take the same distance.

Column of files from column of twos is similarly executed.

Left by file is executed the same as right by file, substituting right for left and left for right.

**SEC. 18. Being at Right by File to Form Column of Squads to the Front.**

1. Squads.
2. Left Front Into Line.
3. March.
4. Full Step.
5. March.

Executed by each squad.

The guides take distance of forty inches in front and rear of the column.

At the third command the front guide and leading file take the half step, the other files of the leading squad oblique to the left till uncovered move up abreast of the leading file and take the half step; the rear rank men gain the distance of forty inches from the front as soon as practicable.

The squads in rear successively form as explained for the leading one, the leading file of each taking the half step at forty (40) inches from the rear rank of the squad next in front, at the fifth (5th) command all resuming the full step.

**SEC. 19. Being at Left by File to Form Column of Squads to the Front.**

1. Squads.
2. Right Front Into Line.
3. March.
4. Full Step.
5. March.

Executed same as left front into line, substituting right for left and left for right.

**SEC. 20. Right by Twos.**

1. Right by Twos (preparatory command, rear rank closes to facing distance).
2. March (command of execution).

At the preparatory command the rear rank closes to facing distance, increasing the length of step if in march.

At the command "March," the two files on the right

move forward; the two files on the left mark time until disengaged, when they oblique to the right in full step and follow the two files on the right at facing distance.

**SEC. 21. Left by Twos.**

1. Left by Twos (preparatory command, rear rank closes to facing distance).
2. March (command of execution).

At the preparatory command the rear rank closes to facing distance, increasing the length of step if in march. At the command "March," the two files on the left move forward the two files on the right mark time till disengaged, when they oblique to the left in full step and follow the two files on the left at facing distance.

**SEC. 22. Being at Right by Twos, to Form Column of Squads to the Front.**

1. Squads Left Front Into Line.
2. March.

At the command "March," the leading two files (numbers one and two of front and rear rank) take the half step. Numbers three and four of both ranks, at full step, oblique to the left till uncovered, move up abreast of the leading two files (numbers one and two) and take the half step. Rear rank opens to forty inches. This movement is executed by all squads at the same time.

The command will then be "Full Step" (preparatory command), "March" (command of execution). At the command "March," all take up the full step and continue marching to the front.

**SEC. 23. Being at Left by Twos, to Form Column of Squads to the Front.**

1. Squads Right Front Into Line.
2. March.

At the command "March," the leading two files (numbers three and four of front and rear ranks) take the half step. Numbers one and two of both ranks at full step oblique to the right till uncovered. Move up abreast of the leading two files (numbers three and four) and take the half step. Rear rank

opens to forty inches. This movement is executed by all squads at the same time.

The command will then be "Full Step" (preparatory command), "March" (command of execution). At the command "March," all take up the full step and continue marching to the front.

#### SEC. 24. Squads Right.

1. Squads Right.

2. March.

At the command "March," the pivot man (number one of the front rank) turns to the right in his place and marks time; the other front rank men, by twice obliquing to the right, place themselves abreast of the pivot and mark time.

The rear rank does not turn as a rank. Number one by obliquing to the left places himself forty inches in rear of his file leader, number one of the front rank. Number two takes two paces straight to the front and faces to the right, which will place him forty inches in rear of his file leader. Numbers three and four take three paces straight to the front, and by twice obliquing to the right place themselves forty inches in rear of their file leaders. All take up the "mark time" upon arriving at their places.

The command will then be either "Company" (preparatory command), "Halt" (command of execution), or "Full Step" (preparatory command), "March" (command of Execution). Guide right.

#### SEC. 25. Squads Left.

1. Squads Left.

2. March.

At the command "March," the pivot man (number four of the front rank) turns to the left in his place and marks time; the other front rank men, by twice obliquing to the left, place themselves abreast of the pivot and mark time. The rear rank does not turn as a rank. Number four of the rear rank, by obliquing to the right, places himself forty inches in rear of his file leader, number four of the front rank. Number three takes two paces straight to the front and faces to the left, which will place him forty inches in the rear of his file leader. Numbers two and one take

three paces straight to the front, and by twice obliquing to the left place themselves forty inches in rear of their file leaders. All take up the "mark time" upon arriving at their places.

The command will then be either "Company" (preparatory command), "Halt" (command of execution), or "Full Step" (preparatory command), "March" (command of execution). Guide right.

#### SEC. 26. Squads Right About.

1. Squads Right About.
2. March.
3. Squad.
4. Halt.
3. Full Step.
4. March.
5. Guide Right (Left).

At the second command the pivot man twice faces to the right in his place and marks time. The front rank twice executes squads right. The man on the marching flank moves at full step and without pause to his position. The others mark time in the midway position until the man on the marching flank is abreast of them, and then execute the second squads right. The rear rank does not turn as a rank.

Number one, by twice obliquing, once to the left and then to the right, places himself forty (40) inches in rear of his file leader, number one of the front rank. Number two takes two paces straight to the front, and by twice obliquing to the right places himself forty (40) inches in rear of his file leader. Numbers three and four take three paces straight to the front and by three times obliquing to the right place themselves forty (40) inches in rear of their file leaders.

All take up the mark time upon arriving at their places.

#### SEC. 27. Squads Left About.

1. Squads Left About.
2. March.
3. Squad.
4. Halt.
3. Full Step.

4. March.

5. Guide Right (Left).

At the second command the pivot man twice faces to the left in his place and marks time; the man on the marching flank moves at full step and without pause to his position; the others mark time in the midway position until the man on the marching flank is abreast of them, and then executes the second squads left. The rear rank does not turn as a rank.

Number four by twice obliquing, once to the right and then to the left, places himself forty (40) inches in rear of his file leader, number four of the front rank. Number three takes two paces straight to the front and by twice obliquing to the left places himself forty (40) inches in rear of his file leader. Numbers two and one take three paces straight to the front, and by three times obliquing to the left place themselves forty (40) inches in rear of their file leaders.

All take up the mark time upon arriving at their places.

#### SEC. 28. On Right (Left) Into Line.

1. On Right (Left) Into Line.

2. March.

At the command "March," the leading squad executes a column right (left), the pivot man taking the half step (fifteen inches) until the wheeling flank is abreast of the pivot, when they will take up the full step without command. The leading guide places himself on the right (left) of the squad.

Each of the other squads move forward until opposite its place in the new line, when it changes direction as explained for the leading squad. The rear guide takes his place on the left (right) when the rear squad is in line.

At the command "Halt," given when the leading squad has advanced company distance in the new direction, it halts and dresses to the right (left); the other squads successively halt and dress upon arriving on line.

The command "Front" is given when all are aligned.

The file closers follow in rear of the squads to which they have been assigned.

(Executed only from column of squads.)

**SEC. 29. Right (Left) Front Into Line.**

1. Right (Left) Front Into Line.

2. March.

At the command "March," the leading squad moves to the front, dressing to the left (right); the guide in front places himself on its left (right); the other squads execute the right (left) oblique (right-left half face) until opposite their places in line, when each squad marches to the front.

At the command "Halt," given when the leading squad has advanced company distance, it halts and dresses to the left. The other squads halt and dress to the left upon arriving in line; the rear guide takes his place on the right (left) when the rear squad arrives on the line.

The command "Front" is given when all are aligned.

If the movement is toward the side of the file closers, they dart through the column as the oblique commences.

If marching in double time, or in quick time and the command be double time, or being at a halt and the command be double time, the officer in charge commands "Guide Left (Right)" immediately after the command "March." The leading squad moves to the front in quick time; the other squads move in double time, each taking the quick time and dressing to the left (right), upon arriving in line.

(Executed only from column of squads.)

**SEC. 30. Column Right or Left.**

1. Column Right (or Left).

2. March.

At the command "March," the pivot man of the front rank executes the right or left face and takes the half step fifteen (15) inches; the second, third and fourth man execute a right (or left) oblique; the second and third man take the half step when abreast the pivot. When the fourth man is abreast the pivot all take the full step without command.

The other ranks, without shortening the step, march squarely up to the turning point and execute the movement on the same ground and in the same manner



as the leading rank. The guides and file closers conform to the movement.

Column half right (or left) is similarly executed, each rank making a right (or left) half turn on a moving pivot.

**SEC. 31. To Turn on Fixed Pivot.** Being in a line at a halt:

1. Company Right (Left);
2. March.
3. Company.
4. Halt, or
3. Full Step.
4. March.
5. Guide Right (or Left).

At the second command the right guide stands fast; the right front rank man turns to the right in his place and marks time; the other front rank men, by twice obliquing to the right, place themselves successively abreast the pivot and mark time; the rear rank men in the right squad conform to the movement as in the school of squads; the men on their left advance three paces, then by twice obliquing to the right place themselves successively forty inches in the rear of their file leaders and mark time.

At the third command the right guide places himself on the right of the front rank.

The fourth command is given when the last man arrives in his new position; the command "Halt" may be given at any time after the movement begins; only those halt who are in the new positions. All align themselves to the right without command.

Being in march, the movement is executed by the same commands and in the same manner; the right guide halts and stands fast at the second command.

**SEC. 32. To Turn on Moving Pivot.** Marching in line:

1. Right (Left) Turn.
2. March.
3. Full Step.
4. March.
5. Guide Right (or Left).

At the second command, the right guide faces to the right in marching and takes the half step; the other front rank men oblique to the right until opposite their places in line, execute a second right oblique and take the half step when abreast of the right guide; the rear rank advances and turns on the same ground and in the same manner as the front rank, maintaining the distance of forty inches. All take the full step at the fourth command, which is given when the last man arrives in his new position.

Being at a halt, the movement is executed by the same commands and in the same manner. At the second command the right guide faces to the right as in marching and steps off at half step.

Right (left) half turn is executed in a similar manner. The right guide makes a half change of direction to the right, and the other men make quarter changes in obliquing.

The turns on fixed and moving pivots are executed by a platoon, section, detachment, etc., in the same manner as by a company, substituting in the command their designation for company.

**SEC. 33. To Form Street Column.** (a) Being in column of companies at full distance:

1. Street Column.
2. March.

The first company halts and stands fast; the second and third execute squads right, companies column left; the second forms in column of squads, four paces in rear of the right squad of the first company; the third moves by the left oblique and forms in column of squads in rear of left squad of the first company; the fourth company closes upon the second and third; all officers, guides and file closers take post within the column, Captains opposite the centers of their companies.

(b) Being in column of squads:

1. Street Column.
2. Left Front Into Line.
3. March.

The first and fourth companies execute left front into line and the formation is completed as prescribed.

The street column advances, obliques, changes direction, halts and marches by the flank and to the rear by the same commands and means as a column at full distance; in marching by the flank the flank companies oblique sufficiently to follow in the rear of the flank squads of the leading company, the right or left front rank man of the leading company acts as a guide, and in changing direction the rear company regulates its movements on the companies in column of squads.

**SEC. 34. To Form Square.** Being in street column:

1. Form Square.
2. March.

The leading company halts or stands fast; the right and left flank companies turn by squads to the right and left respectively and halt; the rear company executes about face, and dresses to the rear on either flank company.

**SEC. 35. To Form Again in Street Column.**

1. Street Column.
2. March.

The company that was leading when the squad formed stands fast; the rear company executes about face, the right and left flank companies turn by squads to the left and right and halt; they regain their positions when the column marches.

Being street column, to form column of companies at full distance:

1. Column of Companies.
2. March.
3. Guide Right.

The first company advances, the right flank company executes left front into line in double time when at full distance from the leading company; the left flank company executes column right and squads left in time to enter the column and march at full distance from the preceding company, and the rear company advances when at full distance. Officers, guides, etc., return to their posts.

Being in street column, to form column of squads:

1. Column of Squads.
2. First Company.
3. Squads Right.

4. Column Left.

5. March.

The designated company executes squads right, column left, the right flank company follows the leading company in column of squads; the left flank company executes right oblique in time to follow the preceding company in column of squads; the rear company executes squads right, column left, in time to follow the preceding company.

Distance between companies, the length of the company front.

#### SEC. 36. Inspection.

The command "Prepare for Inspection," is a preparatory command, and is given for the purpose of indicating what is to follow.

#### SEC. 37. Open Ranks.

1. Open Ranks.

2. March.

3. Front.

At the command "Open Ranks," the right and left guides step back three paces to the rear to mark the new alignment of the rear rank. At the command "March," the front rank dresses to the right, the rear rank steps backward, halts a little in rear of the line established by the guides and then dresses to the right on that line. At the command "Front," the guides resume their posts in the front rank.

#### SEC. 38. Inspection Arms. Being at Open Ranks:

1. Inspection.

2. Arms.

At the command "Inspection," unbutton the blouse with the right hand, assisted by the left if necessary. With the left hand draw the Gamewell key from the left pocket; with the right hand draw the blackjack from the right hip pocket, and hang it on the little finger of the left hand; strap between the fingers with blackjack outside of little finger; left upper arm vertical and against the side of the body; left forearm horizontal and straight to the front; fingers extended and joined; palm upward; Gamewell key in palm of left hand.

All fingers of the right hand grasping the butt of

the revolver, the thumb at the back of the hammer, being careful to keep fingers away from trigger and out of trigger guard.

At the command "Arms," draw the revolver, bringing it to a vertical position, right upper arm against the body, right forearm nearly vertical, thumb at back of hammer and pointing to the rear.

The inspection commences at the right of the front rank and, after completing the inspection of the front rank, the inspector passes to the rear of said rank and commences the inspection of the rear rank at the right of said rank.

If the inspector should take the revolver for inspection, the policeman whose arms are being inspected shall return his Gamewell key and blackjack, resume the position of attention, with the left forearm horizontal and straight to the front, fingers extended and joined, palm upward.

The inspector will open the cylinder and eject the ammunition in his own hand and return it to the policeman, or in the policeman's left hand, inspect the revolver and return it with cylinder out and to the front, barrel upward.

The policeman will grasp the butt with four fingers of his right hand, thumb at back of hammer and to the left. As the inspector passes on he will lower the revolver, pointing it down and reload with his left hand, close cylinder and return revolver to holster, always keeping thumb at back of hammer of weapon; button his blouse and resume the position of attention.

**SEC. 39. Inspection Arms From Overcoat. Being at Open Ranks:**

1. Inspection.
2. Arms.

At the command "Inspection," with the left hand draw the Gamewell key and blackjack from the left outside pocket; hang the blackjack on the little finger of the left hand, strap between the fingers, blackjack outside of little finger; left upper arm vertical and against the body; left forearm horizontal and straight to the front; fingers extended and joined, palm upward; Gamewell key in palm of left hand; all fingers

of the right grasping the butt of the revolver (which is in the right outside pocket), the thumb at the back of the hammer, being careful to keep fingers away from the trigger and out of the trigger guard.

At the command "Arms," draw the revolver, bringing it to a vertical position, right upper arm against the body, right forearm nearly vertical, thumb at back of hammer and pointing to the rear.

The inspection commences at the right of the front rank and after completing the inspection of the front rank the inspector passes to the rear of said rank and commences the inspection of the rear rank at right of said rank.

If the inspector should take the revolver for inspection, the policeman whose arms are being inspected shall return his Gamewell key and blackjack, resume the position of attention, with left forearm horizontal and straight to the front, fingers extended and joined, palm upward. The inspector will open the cylinder and eject the ammunition in his own hand and return it to the policeman, or in the policeman's left hand, inspect the revolver, and return it with the cylinder out and to the front, barrel upward. The policeman will grasp the butt with four fingers of his right hand, thumb at back of hammer and to the rear. As the inspector passes on he will lower the revolver, pointing it down and reload with his left hand; close cylinder and return revolver to right outside pocket, always keeping thumb at back of hammer of weapon, button pocket and resume the position of attention.

When overcoats are worn the regulation belt will be worn over the blouse, socket protruding through the horizontal slash.

#### SEC. 40. Return Arms.

1. Return.

2. Arms.

At the command "Return," the policeman shall return the Gamewell key and resume the position of inspection. At the command "Arms," they will return the revolver with the right hand, assisted by the left if necessary, keeping thumb at back of hammer until weapon is secure in holster, then return blackjack

with right hand to right hip pocket, button blouse and resume position of attention.

#### SEC. 41. Instructions in Care of Revolver.

Careless handling of the revolver is the cause of many accidents, and results in broken parts of the mechanism. The following rules will, if followed, prevent much trouble of this character:

(a) Never cock or place the finger on the trigger of revolver until the moment of firing.

(b) Never place the revolver upon the ground where sand or earth can enter the bore.

(c) In cocking the revolver, and after each shot, release all pressure upon the trigger, unless otherwise ordered.

(d) Before loading the revolver open the cylinder and look through the bore to see that it is free from obstruction.

## II. SETTING-UP EXERCISES.

### SECTION 1. Position of Attention.

Heels on the same line and as near each other as the conformation of the man permits.

Feet turned out equally and forming with each other an angle of about sixty degrees.

Knees straight without stiffness.

Body erect on the hips, inclined a little forward; shoulders square and falling equally.

Arms and hands hanging naturally, backs of hands outward; little fingers opposite the seams of the trousers; elbows near the body.

Head erect and square to the front; chin slightly drawn in without constraint; eyes straight to the front.

### SEC. 2. Finger Exercise.

1, Finger. 2, Exercise. 3, Close. 4, Open.

At the command "Exercise," raise the arms laterally until horizontal, palms upward. At the command "Close," clinch the fist tightly. At the command "Open," open the hand and extend the fingers with a snap. Continue the exercise by repeating "Open," "Close."

### SEC. 3. Arm Exercise (First).

1, Arm thrust. 2, Exercise. 3, Front. 4, Rear.

At the command "Exercise," keep the arms against the body, raise forearms horizontal and straight to the front, fists clinched and fingers upward. Front: Extend the arms straight to the front with a snap, reversing the fist, fingers down. Rear: Bring the arms back with force, reversing the fist, fingers upward. Continue the exercise by repeating "Front," "Rear."

SEC. 4. Leg Exercise (First).

1, Leg. 2, Exercise. 3, Balance, left (or right). 4, Front. 5, Rear.

At the command "Exercise," place the palms of the hands on the hips, fingers to the front, thumbs to the rear, elbows pressed back. Front: Move the left leg to the front, leg straight, so as to advance the foot as far as possible; toe turned out, sole nearly horizontal, body balanced on right foot. Rear: Move the leg to the rear as far as possible, leg straight, sole nearly horizontal. Continue the exercise by repeating "Front," "Rear." Alternate to the right.

SEC. 5. Body Exercise (First).

1, Body. 2, Exercise. 3, Circle to the right (or left). 4, Circle.

At the command "Exercise," place the palms of the hands on the hips, fingers to the front, thumbs to the rear, elbows pressed back. Circle: Bend the body forward, to the right, to the rear, to the left as far as possible, and continue without command, keeping the legs straight, heels together.

SEC. 6. Body Exercise (Second).

1, Body. 2, Exercise. 3, Right. 4, Left.

At the command "Exercise," place the palms of the hands on the hips, fingers to the front, thumbs to the rear, elbows pressed back. Right: Bend the body to the right as far as possible, heels together and on the floor. Continue the exercise by repeating "Right," "Left."

SEC. 7. Body Exercise (Third).

1, Body. 2, Exercise. 3, Front. 4, Rear.

At the command "Exercise," place the palms of the hands on the hips, fingers to the front, thumbs to the rear, elbows pressed back. Front: Bend the body for-



ward as far as possible, knees straight. Rear: Bend the body back as far as possible. Continue the exercise by repeating "Front," "Rear."

**SEC. 8. Toe Exercise.**

1, Toe. 2, Exercise. 3, Up. 4, Down.

At the command "Exercise," place the palms of the hands on the hips, fingers to the front, thumbs to the rear, elbows pressed back. At the command "Up": With the muscles of the lower legs raise the body on the toes. Down: Lower the body, slowly resuming the position of toe exercise.

**SEC. 9. Leg Exercise (Second).**

1, Leg. 2, Exercise. 3, Full Stoop. 4, Down. 5, Up.

At the command "Exercise," place the palms of the hands on the hips, fingers to the front, thumbs to the rear, elbows pressed back. Down: Lower the body to knees full bend, weight of body on toes, body erect on the hips, shoulders back, head up. Up: Resume the position of exercise. Continue the exercise by repeating "Down," "Up."

**SEC. 10. Neck Exercise (First).**

1, Neck. 2, Exercise. 3, Front. 4, Rear.

At the command "Exercise," clasp the hands at the back of the head. Front: Force the head forward with the hands, resisting with the muscles of the neck. Continue the exercise by repeating "Front," "Rear."

**SEC. 11. Arm Exercise (Second).**

1, Arm. 2, Exercise. 3, Front. 4, Rear.

At the command "Exercise," raise the arms laterally until horizontal, palms upward. Front: Swing the extended arms horizontally to the front, palms touching. Rear: Swing the extended arms well to the rear, inclining them slightly downward, raising the body on the toes. Continue the exercise by repeating "Front," "Rear."

**SEC. 12. Shoulder Exercise.**

1, Shoulder. 2, Exercise. 3, Front. 4, Rear.

Front: Let the shoulders drop to the front, arms hanging limp at side. Rear: Pull the shoulders up and back, forcing them back as far as possible. Continue the exercise by repeating "Front," "Rear."

**SEC. 13. Body Exercise (Fourth).**

1, Body. 2, Exercise. 3, Full Bend. 4, Raise. 5, Down. 6, Up.

At the command "Exercise," raise the arms laterally from the sides, extended to their full length, until the hands meet above the head, palms to the front, fingers pointing upward, thumbs locked, right thumb in front, shoulders pressed back. Down: Bend over until the hands, if possible, touch the ground, keeping the arms and knees straight. Up: Straighten the body and swing the extended arms (thumbs locked) to the vertical position. Continue the exercise by repeating "Down," "Up."

**SEC. 14. Lung Exercise.**

1, Lungs. 2, Exercise. 3, Inhale. 4, Exhale.

At the command "Inhale," inflate the lungs to full capacity by short, successive inhalations through the nose, at the same time raise the arms laterally until vertical overhead. At the same time raise the body on the toes of both feet. Exhale: Empty lungs by a continuous exhalation through the mouth, dropping the arms to the sides. Continue the exercise by repeating "Inhale," "Exhale."

**SEC. 15. Leg Exercise (Third).**

1, Leg. 2, Exercise. 3, Knee-Lift. 4, Left. 5, Right.

At the command "Exercise," place the palms of the hands on the hips, fingers to the front, thumbs to the rear, elbows pressed back. Left: Raise the left leg to the front, bending and elevating the knee as much as possible, leg from knee to instep vertical, toe depressed. Right: Replace the left foot and raise the right leg as prescribed for the left. Execute slowly at first then gradually increase to the cadence of double time. Continue the exercise by repeating "Left," "Right."

**SEC. 16. Neck Exercise (Second).**

1, Neck. 2, Exercise. 3, Right. 4, Left.

At the command "Exercise," place the palms of the hands on the hips, fingers to the front, thumbs to the rear, elbows pressed out. Right: Turn the head as far as possible to the right. Left: Turn the head as

far as possible to the left. Body always erect and straight to the front.

#### SEC. 17. Ground Exercise.

1, Ground. 2, Exercise. 3, Rear. 4, Down. 5, Up.

At the command "Exercise," come to knees full bend, hands on floor, in front of toes. Rear: Carry feet backward to the leaning rest, resting on toes and hands, body straight, head up, eyes to the front. Down: Bend arms downward until body nearly touches floor. Up: Straighten arms and raise body to position of the leaning rest. Continue the exercise by repeating "Down," "Up." At the command "Halt," bring feet to front and resume position of attention.

At the command "Halt," given at any time during the execution of any of the setting-up exercises, the position of attention is assumed.

To continue any exercise at will, the command "Continue the exercise," is given, at which command the exercise will be continued until the command "Halt" is given.

### III. BATON EXERCISES.

#### SECTION 1.

1, Draw. 2, Baton.

At the command "Draw," grasp the socket with the left hand and bring it forward, seize the grip of the baton with the right hand, fingers to the front, and draw it about six inches out of the socket, the shoulders square, face straight to the front. At the command "Baton," draw the baton quickly, raising the arm to the full extent, at an angle of 45 degrees, the baton in straight line with the arm, and make a slight pause, and drop the left hand by the side; at the same time drop the right hand to the side and bring the baton into a vertical position, the arm extended without constraint, the thumb and the first two fingers embracing the grip of baton.

#### SEC. 2. Present Baton.

1, Present. 2, Baton.

At the command "Baton," carry the baton to the front, the shoulder of the grip as high as the chin and

six inches in front of the chin, the back of the hand to the front, the thumb extending along the grip, end of the thumb at shoulder of the baton, the point of the baton inclined slightly to the front, all fingers grasping the grip.

**SEC. 3. Carry Baton.**

1, Carry. 2, Baton.

Resume the position of "Carry Baton" as at the finish of "Draw Baton."

**SEC. 4. Secure Baton.**

1, Secure. 2, Baton.

At the command "Baton," carry the baton under the left arm, grasping the grip with thumb and first two fingers of the left hand, the fingers on top and the remaining two fingers against the palm of the hand, baton in a horizontal position, the left forearm horizontal, and the left upper arm held in vertical position.

**SEC. 5. Port Baton.**

1, Port. 2, Baton.

At the command "Baton," with the right hand throw the baton diagonally across the body, grasp the baton smartly with the left hand four inches below the end, fingers and thumb of the left hand around baton, and thumb of right hand extending along baton, baton sloping to the left and crossing the junction of the neck with the left shoulder; right forearm horizontal, left forearm resting against the body, the baton in a vertical plane, parallel to the front.

**SEC. 6. Return Baton.**

1, Return. 2, Baton.

At the command "Return," carry the right hand opposite to and about six inches from the left shoulder, right arm horizontal and on a level with the shoulders; the baton vertical; at the same time grasp the socket with the left hand, bringing it a little forward, and insert the end of the baton about four inches into the socket.

At the command "Baton," lower the baton along the left arm, turning the hand slightly to the left, fixing the eyes on the socket, return the baton, drop the hands to the side and resume the position of attention.

**SEC. 7. To Execute Any Baton Exercise.**

To execute any exercise from a "Secure Baton." At the preparatory command, grasp the grip of the baton with the right hand, palm downward, the fingers of the left hand against the palm of the left hand, the left hand thumb remaining on the cord. At the command "Baton," drop the left hand smartly to the side, carrying the baton to the new position.

All baton exercises may be executed from any baton position.

**IV. HONORS.**

The national color or standard, uncased, passing a detachment of policemen in ranks, is saluted; the policemen standing at attention, the commander presenting baton.

Policemen when not in ranks, passing the uncased color shall salute, the salute being made by uncovering; the headdress is held in the right hand opposite the left shoulder, right forearm against the breast.

While "The Star Spangled Banner" is being played on a formal occasion, or at any place where persons belonging to the Police Department are present in their official capacity or otherwise, they will stand at attention, such position being retained until the last note of "The Star Spangled Banner."

The same respect is observed towards the national air of any other country, when it is played as a compliment to official representatives of such country.

Policemen in ranks salute other detachments, policeman in command and superiors, if halted in line, by standing at attention; if marching, eyes are turned in the direction of the person or detachment entitled to the salute, by the commands: 1, Eyes. 2, Right (left). 3, Front.

The command "Front" is given when a person or a detachment entitled to the salute is passed.

The commander of the detachment salutes by presenting baton.

Whenever policemen are in column at a halt, the commander alone salutes; the eyes right (or left) is omitted.

Policemen are brought to attention when a detach-

ment of policemen or others entitled to the salute passes in the rear.

All policemen salute on meeting, and making official reports.

Police courtesy requires the junior to salute first, but when the salute is introductory to a report made at a police ceremony or formation to the representative of a common superior—as, for example, on all occasions when detachments of the force are to act in concert—Captains, Lieutenants, Sergeants and patrolmen will obey such orders as the Chief may convey to them by such aides as may have been selected, the policeman making the report, whatever his rank, will salute first, the policeman to whom the report is made will acknowledge by saluting that he has received and understands the report. When in uniform the salute is made with the baton, if drawn; otherwise with the hand.

A mounted policeman dismounts before addressing a superior not mounted.

A policeman, if seated, rises on the approach of a superior, faces towards him and stands at attention. If standing, he faces the superior and stands at attention. He does not salute unless he addresses or is addressed by the superior. If the superior remains in the same place or on the same ground, such compliments need not be repeated.

Policemen actually at work, or at meals, do not cease work to salute a superior unless addressed by him.

A policeman makes the prescribed salute whether covered or uncovered with the hand before addressing a policeman or superior. He also makes the same salute after receiving a reply.

Policemen at all times acknowledge the courtesies of policemen and others by returning their salutes. When several policemen in company are saluted, all who are entitled to the salute return it.

Policemen not in ranks when within saluting distance salute a superior with the hand farthest from the person entitled to the salute, and retain the hand in such position until the salute is acknowledged or he is

passed. If mounted, the salute is made with the right hand. If approaching a senior policeman, the salute begins when six paces from him.

Policemen are saluted only when in uniform.

A policeman in command of a detachment salutes in person his superiors not mentioned above. Other policemen of the detachment do not salute; the eyes right (or left) is omitted.

On official occasions policemen indoors and in uniform do not uncover, but salute with the baton, if drawn; otherwise with the hand. If not in uniform they uncover and stand at attention, but do not salute except when making or receiving reports.

All policemen, when appearing before the Board of Police Commissioners, will wear full uniform and white gloves. The right-hand glove is always removed when being sworn.

All salutes in passing or approaching are begun first by the junior at six paces distance, or at six paces from the nearest point of passing. No salutes except as otherwise prescribed are made at greater distance than thirty paces.

When a superior enters a room where there are policemen the word "Attention" is given by someone who perceives him, when all rise and remain standing in the position of attention until he commands "As You Were," when the former position is resumed.

Chief of Police, Chief of Detectives, Captains and Lieutenants salute only with the right hand, if not otherwise engaged.

#### V. FUNERAL HONORS.

In case of the death of any member of the Police Force of Kansas City, Mo., it shall be the duty of the Chief to provide an escort for attendance at the funeral, if this be agreeable to the family.

The escort is formed opposite the home of the deceased; the band, if one be present, on that flank of the escort toward which it is to march.

Upon the appearance of the coffin the policeman in command of the escort will give the command "Attention." He will then present baton and retain that position until the body is placed in the hearse.

The escort is next formed in column of companies, platoons or squads.

The procession is formed in the following order: 1, Music; 2, Escort and Honorary Escort; 3, Coffin and Pall-bearers; 4, Members of the Family, Mourners and Friends.

The procession being formed, the policeman in command of escort puts it in march.

The escort marches slowly to the place designated. The escort will then form in a line on the right of the procession; escort will stand at attention; the policeman in charge will present baton until the procession has passed.

When the procession has passed, the escort will fall out and proceed by the nearest route to the burial grounds, unless otherwise ordered.

The escort will again form at the burial grounds at the entrance designated.

On the arrival of the funeral procession they will march in column of twos at the head of the procession to the grave. The escort will form around the grave in single rank or as otherwise ordered. At the arrival of the coffin the command will be: 1, Parade; 2, Rest, all inclining the head.

When the funeral services are completed and coffin lowered into the grave, the policeman in command causes the escort to resume attention.

A musician, if one be present, will then sound taps. The escort will again be formed and march in quick time to where it was assembled and be dismissed if not otherwise ordered.

In all funeral ceremonies six (6) pall-bearers may be selected from the grade of the deceased or the grades next above or below.

When necessary to escort the remains of the deceased from one place to another, the escort will form in single rank on either side of the coffin or entrance, or as otherwise ordered.

The funeral director previous to the funeral gives the escort and others all needful directions.



## RULE XXXV.

### FIRST AID TO THE INJURED.

**SECTION 1. Instructions to Officers on Finding Persons Who Are Injured or Sick.** Call for the ambulance at once and, in the meantime, keep the crowd back from the injured person in order to give him air and not excite him. After the call for the ambulance has been sent, loosen the clothing around the neck and waist of the injured party, but do not raise his head except to turn it to one side, if he is vomiting, so that the matter vomited will not go down his windpipe and choke him. An officer should never give stimulants to a patient unless in a state of collapse, and should always remember that an unconscious person cannot swallow. The officer should, if he has the opportunity, remove the clothing of the injured party in order to see the nature of the injury, but in doing this, he should handle the injured party with the greatest care for the reason that the undertaking may be both very painful and dangerous. In aggravated cases, it is the best policy to rip the outer clothing up the nearest seam and cut or tear the underclothing. If it is found necessary to undress an injured person, the officer should always undress the sound side first, so that the injured side will be subjected to less movement.

**SEC. 2. Wounds, Variety Of.** A wound is an injury where the skin is broken or pierced. There are several different varieties of wounds. A cut or incised wound is one where the edges are smooth and is generally caused by a blow from a sharp instrument, while a torn or lacerated wound is one where the edges are rough and is generally caused by a blow from a blunt instrument or machinery, or by being run over by a wagon, car, etc. Punctured wounds are deep and of small caliber and are generally made by sharp-pointed instruments such as daggers, bayonets, etc.

**SEC. 3. Wounds, Treatment Of.** The principal treatment that can be given wounds is to keep them clean. A wound is kept clean by placing some ma-

terial that is clean, usually the material from the first aid package, around it. The purpose of this operation is to keep the wound free from germs of all kinds, which are present on almost anything, even the skin. Germs are minute vegetable organisms, which exist in countless millions, but nevertheless can only be seen through a powerful microscope. They do not live in the tissues of the body, but always enter from the outside. For that reason, an officer should always use the greatest care to see that nothing is placed against a wound but what is absolutely clean. An officer should never use ordinary water to cleanse a wound or endeavor to clean it in any manner, except where the services of a doctor are not required. If the aid of a physician is not needed and there is no arterial bleeding, the mere wiping away of the dirt and the washing of the wound in some antiseptic solution will be sufficient. However, in most cases, there is more or less bleeding and in those cases for the officer to understand how to stop the bleeding, it is necessary that he have some knowledge of the different arteries. The table given below will explain to the officer the different arteries, their courses and the point on which to exert pressure to check the flow of blood:

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### HEAD AND NECK.

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ARTERY.	COURSE.	POINT ON WHICH TO EXERT PRESSURE.
Carotid	From upper outer edge of breast bone to angle of jaw.	Deep. Down and back, an inch to the outer side of Adam's apple.
Facial (a branch of carotid)	Diagonally across the lower jaw from below, upward.	On the face, an inch in front of the angle of the lower jaw.
Temporal (a branch of carotid)	Upward one-half inch in front of ear.	On skull, immediately in front of upper part of ear or on temple.

## UPPER EXTREMITY.

Subclavian	Across the middle of first rib to arm pit.	Deep. Down and back over center of collar bone on first rib. Shoulder should be drawn down first.
Brachial (a branch of the Subclavian)	Descends along inner side of biceps muscle; about line of seam of coat, to just below center of crease at bend of elbow.	Against upper arm bone by grasping and pulling biceps to outer side, or at elbow by putting in a tight roll of cloth or a rolled bandage in bend of elbow, and bending up arm as much as possible.

## LOWER EXTREMITY.

Femoral	Down thigh from pelvis to knee, line from middle of line between point of hip and center of pelvis in front to inner side of knee.	Against thigh bone high up inner side in line given about three inches below upper end of line.
Popliteal (a continuation of the femoral)	Down in middle of space at the back of knee-joint.	In bend of knee as described for elbow.

**SEC. 4. Wounds, Bleeding Of.** Arterial bleeding from a wound is recognized by the fact that the blood is thrown out in jets, and for this reason the blood from the body is quickly lost. The safest manner to stop this kind of bleeding is by pressure on the artery between the cut and the heart, which is usually done by means of a tourniquet or something by which pressure can be exerted from the outside on the points, described in the table given above.

Venous bleeding from a wound is easily recognized as the blood runs in a dark, slow stream and can be checked by pressure on the wound.

Capillary bleeding is simply the general oozing of blood and may be checked by pressure on the wound.

**SEC. 5. Fractures, Variety Of.** A fracture is an injury where the bone is broken. There are several

different kinds of fractures. A simple fracture is one in which the bone is broken, but the skin is not pierced, while a green stick fracture is one where the bone is not broken all the way through and the skin is not pierced either. A compound fracture is one in which the bone is broken and the skin pierced. When a bone is broken the officer will always find on investigation that there is a greater amount of motion and pain at the point of the supposed fracture and instead of the bone being rigid on movement, it appears to move as if on a hinge at the point of fracture, accompanied by a grating sound.

**SEC. 6. Fractures, Treatment Of.** Where a physician has been summoned to treat a person who has received a simple fracture, there is nothing for the officer to do except to make the injured person as comfortable as possible and prevent him from moving, for the reason that a simple fracture may be turned into a compound fracture by a person so moving that the sharp end of the bone tears through the tissues and punctures the skin. If the officer is unable to obtain the services of a doctor, he should lay the injured person down and place on a splint to prevent any further movement. This splint can be made out of almost any kind of material such as a small board, bed slat, etc. After the splint is made and before it is placed on the broken part, pad the injured parts well to prevent the splint from rubbing the skin.

In cases of compound fracture more caution is needed, for there is a wound to treat as well as a broken bone. The officer should first cover the wound with clean dressing and then treat the broken part in the same manner as a simple fracture. Under no circumstances should the officer attempt to place the bone back in its normal position, for most likely he will do more damage than has already been done.

**SEC. 7. Burns and Scalds.** Burns result from the exposure of the body to dry heat, such as fire, while scalds are produced by moist heat in form of hot water or steam.

These injuries may be confined to the skin or may extend deeper. In cases where an officer finds per-

sons whose clothes are on fire, he should always remember to wrap something around them, such as a carpet or an overcoat, etc., and by this means the flames may very easily be put out.

**SEC. 8. Burns and Scalds, Treatment Of.** The best treatment for burns is to exclude the air. This can be done by covering the injured parts with a solution of water and baking soda, starch or flour, ordinary vaseline, olive or castor oil, fresh lard or cream, and then wrap them with clean dressing obtained from the first aid package.

**SEC. 9. Poisons, Varieties Of.** Any substance which when taken into the body, in sufficient amounts, will cause death is a poison. There are two general classes of poisons which can be swallowed, namely: corrosive, those which burn the tissues, as carbolic acid, and non-corrosive, those which do not, as opium.

**SEC. 10. Poison, Symptoms Of.** The symptoms of carbolic acid or a corrosive poison are as follows: The patient is usually in a state of collapse; signs of the burn can be seen on the lips, or in the mouth, and the smell of the poison and usually the bottle or container is near at hand.

The symptoms of opium, or non-corrosive poison, are as follows: The face is blue or dark purple; the pupils of the eye are contracted to the size of a pin head; the breathing is full and slow at first and gradually becomes slower and shallow until it gets down to four or five breaths a minute; the pulse is slow and full at first and afterwards weak; the patient is very sleepy and soon becomes unconscious.

**SEC. 11. Poisons, Treatment Of.** For the treatment of persons who have taken corrosive poisons, something to soothe the stomach should be given, such as raw eggs, soap, lime water and castor or sweet oil. Stimulants also should be given. In cases where the patient has taken carbolic acid three or four tablespoonfuls of pure alcohol mixed with an equal quantity of water is the best antidote. Under no circumstances should anything to empty the stomach ever be given.

For the treatment of persons who have taken non-corrosive poisons, an emetic, such as mustard and

water, salt and water, should be given at once. The size of the dose is not important, but if vomiting does not occur, it should be immediately repeated. The officer should also try to rouse the patient by speaking loudly or threatening him, but should be careful not to exhaust his strength by compelling him to walk. Besides the treatment just enumerated artificial respiration and stimulants should be used.

**SEC. 12. Alcoholism.** Alcohol poisoning or intoxication represents the final stage in acute drunkenness. All officers, of course, are more or less familiar with the ordinary form of intoxication, but they should be able to distinguish between a person who becomes unconscious from alcohol poisoning and a person attacked by a stroke of apoplexy. In order to help the officer distinguish between the two, a table is given below giving the different symptoms in each case:

**ALCOHOL POISONING.**

1. Unconsciousness not complete.
2. Face usually flushed and bloated, but sometimes pale.
3. Skin is cool and moist.
4. Pupils are usually large; eyeballs are red but not insensitive to touch.
5. Breathing is about as usual in deep sleep.
6. There is no paralysis present.

**APOPLEXY.**

1. Unconsciousness complete.
2. Face red.
3. Skin not changed.
4. Pupils are large, but frequently unequal in size and eyeballs are insensitive to touch.
5. Deep and snoring.
6. Paralysis is usually on one side of the body. Test by raising arms and legs. If paralyzed, they will drop absolutely helpless.

**SEC. 13. Alcoholism, Treatment Of.** If the officer is able to rouse the patient sufficiently, he should immediately give him an emetic, such as mustard and water, followed by strong coffee and applications of hot water bottles. If he is unable to rouse the patient, he should treat him just as any ordinary sick man, and immediately call the ambulance.

**SEC. 14. Shock or Collapse.** Shock is a more or less profound depression of the nervous system and generally accompanies serious injuries. The following are the symptoms: The patient is more or less stupid and takes no interest in his surroundings or what has happened to him; he may be partially or totally unconscious; the face is pale, anxious and

pinched; the eyes are dull and pupils dilated; the skin is cold and the breathing is feeble; the pulse is usually either rapid or feeble; the patient usually improves, but may die of heart failure.

**SEC. 15. Shock or Collapse, Treatment Of.** The officer should do everything in his power to warm and stimulate the body of the patient. He should place the patient on his back, with his head low, so that plenty of blood may enter his brain, and then rub the arms and legs of the patient towards the body to help the circulation, but at the same time keeping the patient covered. If the patient is able to swallow, he should give him stimulants such as hot coffee, tea, etc., or whiskey, but only one large drink of this should be given as any more would most likely cause depression.

**SEC. 16. Drowning.** The clothing should be rapidly removed, cutting with knife or scissors for the sake of haste, and the body quickly wiped dry. The mouth of the patient should be immediately opened and kept open by tying a handkerchief or bandage through it like a gag, which will also keep the tongue in place. The patient should then be rolled over on his face, with the head slightly lower than the body, and the officer should then get astride of the patient, gently raise his middle by the hands clasped under the abdomen. In a few minutes the water will run out sufficiently to permit the next step. The patient should then be turned over on his back on level ground, keeping the mouth open as before, and with the right hand press the abdomen, making the pressure towards the back and head. The officer should press gently at first but increase the pressure until as much air as possible has been forced from the chest. He should then withdraw the hand, so that the lungs may fill with air. These movements should be repeated by the officer, at first making them three or four times a minute and then increasing them to ten or fifteen times a minute and persisting at that rate until breathing has been re-established or it is evident that the patient is dead.

## RULE XXXVI.

### UNIFORM AND EQUIPMENT.

#### SECTION 1. Rules and Regulations in Regard to Uniform and Equipment for Members of the Force.

(Note—The word "Policemen" as used in this rule shall apply to all members of the force.)

All patrolmen and Sergeants shall at once equip themselves with the regulation equipment. Chief, Inspectors, Captains, and Lieutenants shall wear the prescribed uniform at all times when on their prescribed tour of duty, except while attending religious services, or otherwise authorized by the Board of Police Commissioners, or the Chief of Police.

Sergeants and patrolmen shall wear the prescribed uniform at all times while on duty, including their appearance at courts, drills, parades, etc., except when assigned to plain clothes duty.

Turnkeys, drivers, operators, clerks, hostlers and matrons shall wear the prescribed uniform when on duty, unless otherwise authorized by the Board of Police Commissioners.

All patrolmen on reporting for duty, or while in uniform must have their buttons clean and bright, and their dress and uniform in all other respects must conform with the regulations of the Department.

All policemen are required to wear at all times on duty in uniform a white collar and black four-in-hand necktie.

Only black boots or shoes are permitted to be worn while in uniform, unless otherwise ordered.

The coats must be buttoned at all times while on duty in uniform, unless otherwise ordered.

All policemen when in uniform shall wear the star on the outside of the outermost garment over the left breast; and on all occasions while in uniform conspicuously display their stars so that the entire surface of same may be easily and distinctly seen.



Members of the force when wearing overcoats will wear the star or shield on the left breast one-half inch to the left of the third button from top of coat and the center of star on line with said button.

Uniforms and parts of uniforms must be made in strict accordance with the regulations.

Each garment, before being worn, is required to be inspected by the proper inspecting officer of the Department, and all such garments which do not correspond with the regulations as to color, fit, quality, trimmings, material, and workmanship will be rejected.

All uniforms must be made of regulation cloth, which must be purchased at Police Headquarters, and every article of uniform must be stamped or marked with the star number.

All policemen are required to be equipped as follows:

Chief, Captains, and Lieutenants are required to have the following regulation equipment: Overcoat, winter or summer uniform (as desired); office blouse, cap, rubber reversible cape, rubber cap cover, revolver, belt, holster, socket, blackjack, chain cuffs, winter gloves, summer gloves, spring and fall gloves, black four-in-hand necktie, white stand-up collar (ends to meet in front), baton and tassel, suspenders, Gamewell key, and Bulletin book.

Sergeants and patrolmen will be required to have the following regulation equipment: Overcoat, winter uniform, summer uniform, cap, helmet, rubber coat, rubber cap cover, revolver, belt, holster, socket, blackjack, chain cuffs, winter gloves, summer gloves, spring and fall gloves, black four-in-hand necktie, collar (for winter wear), collar (for summer wear), rubber boots, suspenders, baton and tassel, Bulletin book and Gamewell key.

Turnkeys, drivers, hostlers, operators, and clerks will be required to have the following regulation equipment: Overcoat, winter or summer uniform (as desired); cap, rubber coat, rubber cap cover, revolver, holster, belt, socket, blackjack, chain cuffs, winter gloves, summer gloves, spring and fall gloves, black

four-in-hand necktie, white stand-up collar, baton and tassel, Bulletin book and Gamewell key.

White gloves will be worn in the summer from 8 a. m. until 8:30 p. m., and on special duty indoors at all times. The period of change to the different gloves will be regulated from time to time by general orders. Gloves to be worn at all times when policemen are on duty in uniform, except during tours of night duty, when they may be dispensed with. Gauntlets are part of the uniform for mounted and motorcycle policemen. Regulation gloves are to be purchased at Police Headquarters.

Chief, Captains, and Lieutenants are to wear a standing white collar, ends to meet in front; collar to show not less than one-eighth of an inch, and not more than one-half of an inch above the collar of the uniform blouse; roll collar to be worn with the office blouse. Sample at Police Headquarters.

Sergeants and patrolmen are to wear, with the winter uniform, a standing white collar, ends to meet in front; collar to show not less than one-eighth of an inch, and not more than one-half of an inch above the collar of the uniform blouse; roll collar to be worn with the summer blouse. Sample at Police Headquarters.

Turnkeys, drivers, hostlers, operators and clerks are to wear a standing white collar, ends to meet in front; collar to show not less than one-eighth of an inch and not more than one-half of an inch above the collar of the uniform blouse. Turnkeys, operators and clerks are to be allowed the office blouse and with such blouse a roll collar is to be worn. A sample is at Police Headquarters.

Black four-in-hand neckties are to be worn with all uniforms. Width of necktie is to be not less than one and one-half inches and not more than two inches; same as sample and as issued at Police Headquarters.

Devices and insignia as authorized by the Board of Police Commissioners for the different branches of the Department, are issued at Police Headquarters. No devices, pins, or insignia are to be worn on the uni-

form or parts of uniform except those authorized by the Board of Police Commissioners.

Shirts to be worn are to be white, or white with very small black dots or lines in them. Cuffs are to be white or to match shirt.

Upon failure of patrolmen and officers to so equip themselves and keep themselves as provided for by this rule, commanding officers will refuse to place them on duty and report them unfit for duty, to the Chief of Police, and the officer's pay for such time will be deducted.

## SEC. 2. Specifications for Uniforms.

### 1. Chief, Captains, Lieutenants and Secretaries.

#### (A) WINTER OVERCOATS.

##### 1. Style.

Coat to be form fitting, double breasted frock coat, fitting snugly around the waist. Bottom of coat to be fifteen inches from the ground. Waist seam to be on natural waist line.

To have a standing roll (military) collar, to fit snugly around the neck and hook in front with two hooks. Under front of collar to have lap with two buttons on collar to button across the front. Roll on collar to be two and one-half inches wide.

Coat to be double breasted, with two rows of buttons placed in four groups of two, equally divided, lower button on waist seam. Buttons on left breast to be pressed through the goods; buttons on right breast to be sewed on. The distance between the rows of buttons is to be nine inches at top and regularly decreasing the distance between the rows to three inches at the bottom of the row; all buttons to be so placed as to form, when the coat is buttoned, direct lines from top to bottom.

Two large buttons at waist seam in back, and a double pointed side edge, with a large button at each point, making six buttons in back. Length of side edge not less than fifteen inches. Buttons to be pressed through the cloth.

Breast of coat to be made of two pieces, seam to

be in center of breast. Front of coat is to have no seam on edge. Vent in skirt in back reaching from bottom of skirt to waist seam.

Sleeve of coat to be braided with one-eighth inch black mohair braid, as on U. S. army (commissioned) officers' overcoats. Braiding to be of the pattern of that used for an officer of equal rank in the United States army. Four stripes for Chief.

Skirt to have four or more concealed black buttons on inner face of flap in back, and corresponding button holes on other flap, so that skirt may be buttoned if desired.

One pocket on each inside breast six inches wide and seven and one-half inches deep; two tail pockets in skirt; one deep inside watch pocket on left side; this watch pocket to be three inches below waist seam and two inches from edge of skirt; to have tab on waist line six inches from edge of coat, to hold bar of watch chain; two outside seven-inch slash pockets, with upper corners of flaps placed about two inches below waist seam; pockets to button with one small regulation button. Slash pockets to be cut at angle of about forty-five degrees. Right hand slash pocket to be V-shaped to fit regulation revolver; front line of pocket to be straight, rear line to be diagonal. Pocket to be lined with gray velour, with bottom of pocket reinforced with leather to extend five inches up the pocket and be fastened securely to the pocket. This pocket to be twelve inches in depth. Left hand slash pocket to have gray velour lining with match pocket within at top for key. Match pocket to be three and one-half inches in width and three inches in depth. Left hand slash pocket to be ten inches in depth and seven inches in width. Flaps to slash pocket to be eight inches in length and to have rounded corners two and one-half inches in width, tapering in shield form to three inches in width at center.

A three and one-half inch horizontal slash with inner tongue secured by small black button at waist line on left side, tongue to button up. This slash to allow baton socket to pass out through coat; slash to be cut on waist line.

Buttons to be gold plated and issued by the Department. Black buttons to be furnished by the manufacturer.

## 2. Make.

Front of coat to be fashioned in hair cloth, and linen canvas thoroughly stitched together. Shoulders and breast to be padded with felt, canvas and hair cloth, all to be thoroughly stitched by hand. Seams to be sewed with best machine twist.

Corners of pockets on inside to be reinforced with crow'sfeet. Outside pockets and horizontal slash to be reinforced at all corners, and the right slash pocket to be further protected by stay tape or canvas, so as to prevent this pocket from sagging under the weight of the revolver.

## 3. Lining.

Lining for body of coat to be of first class quality, all wool mohair serge, and to be full length of coat; lining to be open at bottom of coat.

Sleeves to be lined with Skinner's satin, and all pockets, except as otherwise specified, to be made of best quality, dark color silesia.

## 4. Cloth.

Overcoats shall be made of Slater cloth, weighing thirty ounces to the yard.

# (B) UNIFORMS.

## 1. Style of Blouse.

Single-breasted, straight front, square cornered sack coat.

To have a standing collar fastened with two hooks and eyes, height of collar to be according to wearer's neck.

Coat to close with flap containing suitable concealed fastenings. Length of coat to be four inches less than one-half the wearer's height, cut to fit the figure easily, loose enough in skirt to cover revolver without dragging when coat is fastened.

Coat to be trimmed with lustrous flat black mohair braid, one and one-fourth inches wide, as follows: Edges all around the bottom, the front, the collar, and

to extend upward on each of the side seams ten inches from the bottom of the coat to a point of braid; braid to run to a point at top; collar to be faced with mohair braid the same width as height of collar. Two rows of stitching three-eighths of an inch apart, three and one-half inches from end of sleeve to form cuff.

Four inside pockets, as follows: Pocket on left breast inside four and one-half inches wide, eight and one-quarter inches deep; pocket on right breast inside six and one-half inches wide, eight and one-fourth inches deep; pocket on right lower inside five and one-half inches wide, six inches deep; pocket on left lower inside four inches wide, seven inches deep.

A five-inch vertical slash on left side of blouse to allow baton socket to pass through; slash to be cut according to individual measurement. Flap on inside of blouse to button across slash when baton is not carried. Slash to be trimmed with lustrous flat black mohair braid one inch wide.

Coat shall be provided with metal rank bars for Captains and Lieutenants, two bars for Captains, one bar for Lieutenants. Coat for Chief to be provided with eagle the same as U. S. A. Colonel. Bars and eagles to be gold-plated and worn on collar one and one-half inches from end of collar and midway between bottom and top. For Secretaries, cross quills. For Assistant Secretaries, one quill, to be worn the same as insignia on coat for Chief.

## 2. Style of Trousers.

Cut to fit the figure. Moderate in size at knee and bottom. Two side pockets; two hip pockets; two watch pockets, one on each side. Four belt loops for a one and one-half-inch belt, one on each side of front opening and three inches from opening, one on each side of back seam, three inches from seam. Eight suspender buttons, two on each side in front, two on each side of seam in back.

For Chief, Captains and Lieutenants a one and one-half inch welted white stripe, to be worn on the outside seam, full length of the trousers.

### 3. Make.

Front of blouse to be fashioned in haircloth and linen canvas. Shoulders and breast padded with felt. All to be thoroughly stitched together by hand. Seams to be sewed with best machine twist.

### 4. Lining.

Officer can have either summer or winter weight uniform, as desired. Lining for blouse for winter wear to be first class quality, all wool mohair serge. Sleeve lining to be heavy dark sateen.

Lining for blouse for summer wear to be first class quality alpaca. Sleeve lining to be light weight sateen. All pockets to be made of best quality silesia.

### 5. Cloth.

Cloth for winter wear to be Slater, twenty-ounce.

Cloth for summer wear to be Slater, sixteen-ounce.

## (C) OFFICE BLOUSE.

### 1. Style.

Single-breasted, straight front, square cornered, sack coat, civilian sack effect, cut to fit the figure easily. Coat to be full skeleton, no lining or padding. Collar to be one and three-fourths inches wide in back, one and one-half inches wide in front, to be cut of one piece. Lapel to be one and three-fourths inches wide, length six inches to first button.

Edges to be three-eighths inch double stitched. Sleeves to have two rows of stitching three-eighths of an inch apart, three and one-half inches from end of sleeve to form cuff. Two small regulation buttons on each sleeve one and one-half inches apart.

Coat to button with four regulation buttons in front. Coat for Chief, Captains, Lieutenants, Secretaries, and Excise Clerk to have equipment straps which are to fasten with one small regulation button.

Two outside patch pockets, one on each side, six inches wide, seven inches deep. Pockets to be rounded at bottoms and to have shield shaped flags, which shall fasten with one small regulation button.

Loops for stars to be sewed with heavy linen thread, upper loop to be placed on a line with and four inches to the left of the top button.

Coats for Chief, Captains, Lieutenants, Secretaries, and Excise Clerk shall be provided with metal rank insignia, eagle for Chief, bars for Captains and Lieutenants, cross quills for Secretary to Police Board and Excise Clerk, one quill for Secretary to Chief. Such insignias shall be gold plated.

All buttons to be issued by the Police Department, and worked eyelets are to be provided therefor, except on the pockets, where buttons are to be sewed on.

## 2. Material.

Coat to be made of fourteen-ounce dark blue, English serge, thoroughly well made; all seams bound.

## 2. Sergeants and Patrolmen.

### (A) OVERCOATS.

#### 1. Style.

To be form-fitting, double-breasted, frock; fitting snugly around the waist, bottom of coat to be fifteen inches from the ground. Waist seam to be on natural waist line.

To have a standing roll (military) collar, fitting snugly around the collar of the under blouse and stand to extend about one-half inch above blouse collar, to hook in front with two hooks. Leaf of collar to turn down one-half inch more than height of stand; to have invisible hook and eye on under side of ends of leaf of collar, so as to keep ends together. Under front of collar to have lap with two buttons on collar to button across the front.

Coat to be double-breasted, two rows of buttons on the breast, eight in each row, placed at equal distances apart, lower button to be placed on waist line.

Buttons on left breast to be pressed through the goods. Buttons on right breast to be sewed on.

The distance between each row to be nine inches at top of row and regularly decreasing the distance between the rows to three inches at bottom of row,



the distance being measured from center to center of buttons of each row; all buttons to be so placed as to form, when coat is buttoned, direct lines from top to bottom.

Two large buttons at waist line in back at hip, and two large buttons on side edges. Two small buttons on each sleeve at inseam two inches from end of sleeve, and one and one-half inches apart; buttons to be pressed through the goods. Two rows of stitching three-eighths of an inch apart, four and one-fourth inches from end of sleeve to form cuff.

Breast of coat to be of two pieces, seam to be in center of breast. Front of coat to have no seam on edge. Vent in skirt of coat in back reaching from bottom of coat to waist line, and to have cloth fly in rear with large buttons on side edges as stated above. Side edges to be not less than fifteen inches in length.

Skirt to have four or more concealed black buttons on inner face of flap, and corresponding button holes in other flap, so that coat may be buttoned if desired.

One pocket in each inside breast, six inches wide and seven and one-half inches deep; one pocket inside of skirt on left inside, in rear. One deep inside watch pocket on left side. Watch pocket to be three inches below waist seam and two inches from edge of skirt.

To have tab on waist line, six inches from edge of coat, to hold bar of watch chain.

Two outside seven-inch slash pockets with upper corners of flaps placed about two inches below the waist seam, outside eyelets for buttons.

Slash pockets cut at an angle of about forty-five degrees, flaps to be fastened with one brass button, and all pockets to be tacked by machine or hand.

Right hand slash pocket to be V shaped to fit regulation revolver and to be made of heavy black pants pocketing and lined with gray velour for protection of revolver. To be reinforced at bottom with leather, leather to extend four inches up the pocket and to be fastened securely to the pocket.

This pocket to be twelve inches deep. Front line of pocket to be straight, rear line to be diagonal.

Left hand slash pocket to be made of heavy pants

pocketing and lined with gray velour, with match pocket within at top for key; this match pocket to be three and one-half inches wide and three inches deep. Left hand slash pocket to be seven inches wide and ten inches deep, measured from upper corner of flap.

Flaps to slash pockets to be eight inches in length and to have rounded corners two and one-half inches in width, tapering in shield-like form to three inches in width at center.

A three and one-half-inch horizontal slash with inner tongue secured with small black button at waist line on left side; this slash to allow baton socket to pass through coat; slash to be cut according to individual measurement. Gilt buttons for Sergeants and patrolmen.

## 2. Make.

Front of coat to be fashioned in haircloth, and linen canvas thoroughly stitched together. Shoulders and breast padded with felt, canvas and haircloth, all to be thoroughly stitched by hand. Seams to be sewed with best machine twist. Stand of collar to be made of A No. 1 grade of buckram, so that it cannot break. Leaf to be made of A No. 1 grade of canvas. Under collar to be made of sixteen-ounce Slater cloth. Top collar to be the same as coat, thirty-ounce.

Corners of pockets on inside to be reinforced with crow'sfeet. Outside pockets and horizontal slash to be reinforced at all corners, and the right slash pocket to be further protected by stay tape or canvas, so as to prevent this pocket from sagging under the weight of the revolver.

## 3. Lining.

Lining for body of coat to be of first class quality, all wool mohair serge, and to be full length of coat; lining to be open at bottom of coat.

Sleeves to be lined with Skinner's satin, and all pockets, except as otherwise specified, to be made of best quality, dark color silesia.

## 4. Cloth and Chevrons.

Overcoats to be made of thirty-ounce Slater cloth.

Service stripes and cloth stars to be worn on sleeves as prescribed on blouse.

Sergeants to wear chevrons as prescribed on blouse.

## (B) UNIFORMS.

### 1. Winter.

#### (a) Style of Blouse.

Straight front, square-cornered sack coat. Army blouse effect, cut slightly to define the figure, loose enough in skirt to cover revolver without dragging when coat is buttoned. Length to be four inches less than one-half the wearer's height. Shoulders padded military style, broad-shoulder effect.

To have a standing roll (military) collar. To fit snug around the neck and hook in front with two hooks. Height of collar to be according to wearer's neck. Leaf of collar to be tacked to stand at ends.

Coat to have three-eighths inch double stitched edge. Five large regulation buttons on front of coat; buttons to be sewed on. Two rows of stitching three-eighths of an inch apart, three and one-half inches from end of sleeve to form cuff. Two small regulation buttons to be on each cuff, one and one-half inches apart; buttons to be pressed through the goods.

Four inside pockets, viz.: pocket on left breast inside four and one-half inches wide, eight and one-fourth inches deep; pocket on right breast inside six and one-half inches wide, eight and one-fourth inches deep; pocket on right lower inside five and one-half inches wide, six inches deep; pocket on left lower inside four inches wide, seven inches deep.

A five-inch vertical slash on left side of blouse to allow baton socket to pass through, slash to be cut according to individual measurement. Flap on inside of blouse to button across slash when baton is not carried.

Service stripes on front of sleeves extending from seam to seam. Front end of stripes adjoining cuff seam, rear end of stripe three inches above cuff seam. Stripes to be one-eighth of an inch apart.

Chevrons for Sergeants to be worn on the sleeves

with points UP midway between the elbow and the shoulder. Cloth stars for traffic, mounted, park and river patrolmen to be worn one on each sleeve, with point up, midway between the elbow and the shoulder.

Loops for stars on all coats to be made of heavy linen thread. Upper loop placed on a line with and about four inches to the left of second button from top of coat.

Corners of all pockets and vertical slash to be reinforced at all corners with crowsfeet.

#### (b) Style of Vest.

No collar on vest. Seven small regulation buttons; buttons to be sewed on. Four pockets.

#### (c) Style of Trousers.

Cut to fit the figure. Moderate in size at knee and bottom. Two side pockets; two hip pockets; two watch pockets, one on each side. Four belt loops for a one and one-half-inch belt, one on each side of front opening and three inches from opening, one on each side of back seam three inches from seam. Eight suspender buttons, two on each side in front, two on each side of seam in back.

For Sergeants, a one and one-fourth-inch welted stripe, to be worn on outside seam full length of trousers.

Sergeants on foot, light blue.

Sergeants on traffic squad, light blue.

Sergeants on park squad, green.

Sergeants on river squad, gray.

For patrolmen, a one-half inch welted stripe, to be worn on outside seam, full length of trousers.

Patrolmen on foot, light blue.

Patrolmen on traffic squad, light blue.

Patrolmen on park squad, green.

Patrolmen on river squad, gray.

#### (d) Make.

Front of blouse to be fashioned in haircloth and linen canvas. Shoulders and breast padded with felt. All to be thoroughly stitched together by hand. Seams to be sewed with best machine twist.

The stand of collar to be made of A No. 1 grade buckram, so that it cannot break. Leaf of collar to be made of A No. 1 canvas. All to be covered with same cloth as blouse. Edges to be three-eighths inch, double stitched.

(e) Lining.

Lining for blouse for winter wear to be first-class quality, all wool mohair serge. Sleeve lining to be heavy dark sateen.

All pockets to be made of best quality silesia.

(f) Cloth.

Cloth for winter wear to be Slater, twenty-ounce.

2. Summer.

(a) Style of Blouse.

Straight front, square-cornered, half skeleton, sack coat.

Civilian sack effect, cut slightly to define the figure, loose enough in skirt to cover revolver without dragging when coat is buttoned. Length to be four inches less than one-half the wearer's height. Shoulders padded military style, broad shoulder effect.

Collar to be one and three-fourths to two inches wide in back, one and one-half inches wide in front; to be cut in one piece. Lapel to be one and three-fourths inches wide; length six inches to first button.

Coat to have three-eighths inch double stitched edge. Four regulation buttons on front of coat, eyelet holes for buttons, buttons to be fastened with rings or toggles. Two rows of stitching three-eighths of an inch apart, three and one-half inches from end of sleeves to form cuff; two small regulation buttons on each cuff one and one-half inches apart, to be pressed through the goods.

Four inside pockets, viz.: pocket on left breast inside four and one-half inches wide, eight and one-fourth inches deep; pocket on right breast inside six and one-half inches wide, eight and one-fourth inches deep; pocket on right lower inside five and one-half

inches wide, six inches deep; pocket on left lower inside four inches wide, seven inches deep.

A five-inch vertical slash on left side of blouse to allow baton socket to pass through, slash to be cut according to individual measurement. Flap on inside of coat to button across slash when baton is not carried.

Service stripes on front of sleeves extending from seam to seam. Front end of stripe adjoining cuff seam, rear end of stripe three inches above cuff seam. Stripes to be one-eighth of an inch apart.

Chevrons for Sergeants to be worn on the sleeves with points UP, midway between the elbow and the shoulder.

Cloth stars for traffic, mounted and park patrolmen, to be worn one on each sleeve with point up, midway between the elbow and the shoulder.

Loops for stars on all coats to be made of heavy linen thread. Upper loop placed on a line with and about four inches to the left of top button.

Corners of all pockets and vertical slash to be reinforced at all corners with crowsfeet.

All seams to be bound.

#### (b) Style of Vest.

No collar on vest. Seven small regulation buttons; buttons to be sewed on. Four pockets.

#### (c) Style of Trousers.

Cut to fit the figure. Moderate in size at knee and bottom. Two side pockets; two hip pockets; two watch pockets, one on each side. Four belt loops for a one and one-half-inch belt, one on each side of front opening and three inches from opening, one on each side of back seam, three inches from seam. Eight suspender buttons, two on each side in front, two on each side of seam in back.

For Sergeants, a one and one-fourth-inch welted stripe, to be worn on outside seam, full length of trousers.

Sergeants on foot, light blue.

Sergeants on traffic squad, light blue.

Sergeants on river squad, gray.

Sergeants on park squad, green.

For patrolmen, a one-half-inch welted stripe, to be worn on outside seam, full length of trousers.

Patrolmen on foot, light blue.

Patrolmen on traffic squad, light blue.

Patrolmen on river squad, gray.

Patrolmen on park squad, green.

(d) Make.

Front blouse to be fashioned in haircloth and linen canvas. Shoulders and breast padded with felt. All to be thoroughly stitched together by hand. Seams to be sewed with best machine twist.

(e) Lining.

Lining for blouse for summer wear to be first-class quality alpaca. Sleeve lining to be light weight sateen.

All pockets to be made of best quality silesia.

(f) Cloth.

Cloth for summer wear to be Slater, sixteen-ounce.

3. Turnkeys, Operators, Drivers, Hostlers and Clerks.

(A) OVERCOAT.

1. Style.

To be form-fitting, double-breasted, frock; fitting snugly around the waist, bottom of coat to be fifteen inches from the ground. Waist seam to be on natural waist line.

To have a standing roll (military) collar, fitting snugly around the collar of the under blouse and stand to extend about one-half inch above blouse collar, to hook in front with two hooks. Leaf of collar to turn down one-half inch more than height of stand, to have invisible hook and eye on under side of ends of leaf of collar, so as to keep ends together. Under front of collar to have lap with two buttons on collar to button across the front.

Coat to be double-breasted, two rows of buttons on the breast, eight in each row, placed at equal distances apart, lower button to be placed on waist line.

Buttons on left breast to be pressed through the goods. Buttons on right breast to be sewed on.

The distance between each row to be nine inches at

top of row and regularly decreasing the distance between the rows to three inches at bottom of row, the distance being measured from center to center of buttons of each row; all buttons to be so placed as to form, when coat is buttoned, direct lines from top to bottom.

Two large buttons at waist line in back at hip, and two large buttons on side edges. Two small buttons on each sleeve at inseam two inches from end of sleeve, and one and one-half inches apart; buttons to be pressed through the goods. Two rows of stitching three-eighths of an inch apart four and one-fourth inches from end of sleeve to form cuff.

Breast of coat to be of two pieces, seam to be in center of breast. Front of coat to have no seam on edge. Vent in skirt of coat in back reaching from bottom of coat to waist line, and to have cloth fly in rear with large buttons on side edges as stated above. Side edges to be not less than fifteen inches in length.

Skirt to have four or more concealed black buttons on inner face of flap, and corresponding buttonholes in other flap, so that coat may be buttoned if desired.

One pocket in each inside breast, six inches wide and seven and one-half inches deep; one pocket in inside of skirt on left inside, in rear. One deep inside watch pocket on left side. Watch pocket to be three inches below waist seam and two inches from edge of skirt; to have tab on waist line, six inches from edge of coat, to hold bar of watch chain.

Two outside seven-inch slash pockets with upper corners of flaps placed about two inches below the waist seam, outside eyelets for buttons.

Slash pockets cut at an angle of about forty-five degrees, flaps to be fastened with one brass button, and all pockets to be tacked by machine or hand.

Right hand slash pocket to be V shaped to fit regulation revolver and to be made of heavy black pants pocketing and lined with gray velour for protection of revolver. To be reinforced at bottom with leather, leather to extend four inches up the pocket and to be fastened securely to the pocket.



This pocket to be twelve inches deep. Front line of pocket to be straight, rear line to be diagonal.

Left hand slash pocket to be made of heavy pants pocketing and lined with gray velour, with match pocket within at top for key; this match pocket to be three and one-half inches wide and three inches deep. Left hand slash pocket to be seven inches wide and ten inches deep, measured from upper corner of flap.

Flaps to slash pockets to be eight inches in length and to have rounded corners two and one-half inches in width, tapering in shield like form to three inches in width at center.

A three and one-half inch horizontal slash with inner tongue secured with small black button at waist line on left side; this slash to allow baton socket to pass through coat; slash to be cut according to individual measurement. Bronze buttons for turnkeys, drivers, hostlers, operators and clerks.

## 2. Make.

Front of coat to be fashioned in haircloth and linen canvas thoroughly stitched together. Shoulders and breast padded with felt, canvas and haircloth, all to be thoroughly stitched by hand. Seams to be sewed with best machine twist. Stand of collar to be made of A No. 1 grade buckram, so that it cannot break. Leaf to be made of A No. 1 grade canvas. Under collar to be made of sixteen-ounce Slater cloth. Top collar to be same as coat, thirty-ounce.

Corners of pockets on inside to be reinforced with crowsfeet. Outside pockets and horizontal slash to be reinforced at all corners, and the right slash pocket to be further protected by stay tape or canvas, so as to prevent this pocket from sagging under the weight of the revolver.

## 3. Lining.

Lining for body of coat to be of first class quality, all wool mohair serge, and to be full length of coat; lining to be open at bottom of coat.

Sleeves to be lined with Skinner's satin, and all pockets, except as otherwise specified, to be made of best quality dark color silesia.

## 4. Cloth and Insignia.

Overcoats to be made of thirty-ounce Slater cloth. Service stripes and Department cloth stars to be worn on sleeves as prescribed on blouse.

Insignia for turnkeys, etc., to be placed on the left sleeve, half way between the elbow and shoulder.

## (B) UNIFORMS.

## 1. Style of Blouse.

Straight front, square-cornered sack coat.

Army blouse effect, cut slightly to define the figure, loose enough in skirt to cover revolver without dragging when coat is buttoned. Length to be four inches less than one-half the wearer's height. Shoulders padded military style, broad shoulder effect.

To have a standing roll (military) collar, to fit snugly around the neck and hook in front with two hooks. Height of collar to be according to length of wearer's neck.

Coat to have three-eighths inch double stitched edge. Five regulation buttons on front of coat, eyelet holes for buttons, buttons to be fastened with rings or toggles. Two rows of stitching three-eighths of an inch apart, three and one-half inches from end of sleeve to form cuff; two small regulation buttons on each cuff one and one-half inches apart, to be pressed through the goods.

Two outside patch pockets, one on each breast, six inches wide, seven inches deep, pockets to be round at the bottoms. Four inside pockets, viz.: pocket on left breast inside four and one-half inches wide, eight and one-fourth inches deep; pocket on right breast inside six and one-half inches wide, eight and one-fourth inches deep; pocket on right lower inside five and one-half inches wide, six inches deep; pocket on left lower inside four inches wide, seven inches deep.

A five-inch vertical slash on left side of blouse to allow baton socket to pass through, slash to be cut according to individual measurement. Flap on inside of coat to button across slash when baton is not carried.

Service stripes to be worn on front of sleeves ex-

tending from seam to seam. Front end of stripe adjoining cuff seam, rear end of stripe three inches above cuff seam.

Service stripes to be one-eighth of an inch apart.

Devices for turnkeys, etc., to be worn on the left sleeve midway between the elbow and the shoulder.

Loops for stars on all blouses to be made of heavy linen thread. Upper loop placed on a line with and about four inches to the left of second button from top of blouse.

Corners of all pockets and vertical slash to be reinforced at all corners with crowfeet.

Summer blouse to be half skeleton and the same style as above.

## 2. Style of Vest.

No collar on vest. Seven small regulation bronze buttons; buttons to be sewed on. Four pockets.

## 3. Style of Trousers.

Cut to fit the figure. Moderate in size at knee and bottom. Two side pockets, two hip pockets, two watch pockets, one on each side. Four belt loops for a one and one-half-inch belt, one on each side of front opening and three inches from opening, one on each side of back seam and three inches from seam. Eight suspender buttons, two on each side in front, two on each side of seam in back.

## 4. Make.

Front of blouse to be fashioned in haircloth and linen canvas. Shoulders and breast padded with felt. All to be thoroughly stitched together by hand. Seams to be sewed with best machine twist.

## 5. Lining.

Lining for blouse for winter wear to be first class quality all wool mohair serge. Sleeve lining to be heavy dark sateen.

Lining for blouse for summer wear to be first class quality alpaca. Sleeve lining to be light weight satine

All pockets to be made of best quality silesia.

## 6. Cloth.

Cloth for winter wear to be Slater, twenty-ounce.

Cloth for summer wear to be Slater, sixteen-ounce.

#### 4. Matrons.

##### (A). UNIFORMS.

###### 1. Summer.

Skirt to be black pleated panama. Length to be two inches from the floor.

Waist to be white, with long sleeves and high neck, made plain and neat, avoiding any style unsuitable for a business woman.

Apron to be worn shall be white India linen, one inch shorter than the dress skirt, about fifty-four inches in width, with six and one-half-inch hem. To be made like a nurse's apron, with straps over the shoulders and crossing in the back. Straps to be one and three-fourths inches wide and button to band in back and be inserted in front into apron band four and one-half inches apart. Apron bib to be six and one-half inches long at middle and eight and three-fourths inches wide at top, with hem at top, same width as straps. Lapels fifteen inches long and four and one-fourth inches wide shall be inserted on inner side of shoulder straps and extend to lower edge of bib hem.

Cap to be worn shall be white linen, made by "gathering" an eleven-inch square in a circle nine and one-fourth inches in diameter.

###### 2. Winter.

Winter uniform to be same as summer uniform with the exception of the waist, which shall be black silk. Waist to be made with pleats in front and three half-inch pleats in back, and with sleeves full length and plain. White linen hemstitched "turnover" collar and cuffs to be worn with the silk waist. "Turn-over" collars to be one and one-fourth inches wide. Cuffs to be one and one-half inches wide.

#### 5. Motorcycle Officers.

##### (A) UNIFORMS.

###### 1. Style of Blouse.

Straight front, square-cornered, sack coat. Army blouse effect, cut slightly to define the figure, loose enough in skirt to cover revolver without dragging when coat is buttoned. Length to be four inches less

than one-half the wearer's height. Shoulders padded military style, broad shoulder effect.

To have standing roll (military) collar. To fit snug around the neck and hook with two hooks; height of collar to be according to wearer's neck; leaf of collar to be tacked to stand at ends.

Coat to have three-eighths inch double stitched edge. Five large regulation bronze buttons on front of coat; buttons to be sewed on. Two rows of stitching three-eighths of an inch apart, three and one-half inches from end of sleeve to form cuff. Two small regulation buttons to be on each cuff, one and one-half inches apart; buttons to be pressed through the goods.

Two outside pouch pockets, one on each breast, to be six inches wide, six and one-half inches deep, and to be round at bottom. Pouch pockets to have outside flaps six inches wide and cut to a point at center; center to be two and one-half inches wide, to button with one small button. Upper edge of flap to be on a line with second button from top of coat. Four inside pockets; pocket on left breast inside four and one-half inches wide, eight and one-fourth inches deep; pocket on right breast inside six and one-half inches wide, eight and one-fourth inches deep; pocket on right lower inside five and one-half inches wide, six inches deep; pocket on left lower inside four inches wide, seven inches deep.

A five-inch vertical slash on left side of blouse to allow baton socket to pass through, slash to be cut according to individual measurement. Flap on inside of blouse to button across slash when baton is not carried.

Blouse to have equipment straps on shoulders. Straps to be two inches wide at point of shoulder and tapering to one and one-half inches wide at end. Length to be according to width of shoulder. Straps to be fastened at end with one small button and to have tab on under front of collar of blouse, so that collar cannot be seen through opening of blouse.

Service stripes on front of sleeves extending from seam to seam. Front end of stripe adjoining cuff seam, rear end of stripe three inches above cuff seam.

Stripes to be one-eighth of an inch apart.

Chevrons for Sergeants to be worn on the sleeves with points UP, midway between the elbow and the shoulder. Cloth stars for patrolmen to be worn on each sleeve, with point up, midway between the elbow and the shoulder.

Loops for stars on all coats to be made of heavy linen thread. Upper loop placed on a line with and about four inches to left of second button from top of coat.

Corners of all pockets and vertical slash to be reinforced at all corners with crowfeet.

#### 2. Style of Vest.

No collar on vest. Seven small regulation buttons; buttons to be sewed on. Four pockets.

#### 3. Style of Breeches.

U. S. army model, cut full at seat and thigh, to fit close at knee and below. To have a slash in each leg from just below knee cap to bottom and just inside center, with a facing on outside and a tongue on under-side.

To be reinforced in seat and inner leg, neatly turned in and double stitched. The bottom part to be quilted with six rows of stitching.

The slash set with eyelets, not more than one-half inch apart, to be closed by lacing.

To have two hip pockets, two top pockets, two watch pockets, one on each side.

To have six belt loops for a one and one-half inch belt.

To have eight suspender buttons, two on each side in front, two on each side of seam in back.

#### 4. Make.

Front of blouse to be fashioned in haircloth and linen canvas. Shoulders and breast padded with felt. All to be thoroughly stitched together by hand. Seams to be sewed with best machine twist.

The stand of collar to be made of A No. 1 grade buckram, so that it cannot break. Leaf of collar to be made of A No. 1 grade canvas. All to be covered with same cloth as blouse.

Edges to be three-eighths inch, double stitched.

## 5. Lining.

Lining for blouse for winter wear to be first class quality, olive drab, mohair serge.

Lining for blouse for summer wear to be first class quality, olive drab alpaca.

Lining for trousers for winter wear to be light weight drilling.

No lining in summer trousers.

All pockets to be made of best quality silesia.

## 6. Cloth.

Cloth for winter wear to be olive drab kersey, twenty-two ounces.

Cloth for summer wear to be olive drab serge, fourteen ounces.

## 6. Miscellaneous.

Buttonholes in all garments must be hand-made.

Cloth for all garments, with the exception of that for the matron, will be kept in the office of the Secretary to the Board of Police Commissioners and must be obtained from him.

All garments are to be made in strict accordance with the regulations, and to be made in all respects in first class tailor-like manner. All material to be used to be the best of its kind, and subject to inspection in such a manner as the Board of Police Commissioners may direct, as to fit, quality, trimming, material and workmanship.

All garments, before being accepted from the manufacturer or tailor, must be accepted and approved by the inspecting officer of the Department, and all such garments which do not correspond with the specifications of the Department will be rejected and returned to the manufacturer or tailor, who shall receive no compensation therefor until a proper garment is furnished.

All buttons on garments, except black buttons, must be obtained from the Secretary to the Board of Police Commissioners.

All garments must be clean, well made, and pressed in workmanlike manner and show no raw edges outside, nor any defective stitches.

## APPENDIX A.

Statutes of the State of Missouri creating and governing the Board of Police Commissioners and the Department of Police:

**SEC. 9765. Board of Police Commissioners Created—Mayor ex Officio Member and President of Board, Etc.—Time and Place of Meeting.** There is hereby created and established within Kansas City a Board of Police, to be called the Police Commissioners of said city, to consist of three Commissioners, as hereinafter provided. The Mayor shall be ex officio one of the Commissioners, shall be the President of the Board, shall, when present, preside at the meetings of the Board, and shall, before entering on his duties as such Commissioner, take and subscribe the oath hereinafter specified. His salary as such Commissioner shall be such as may be from time to time fixed by ordinance of said city. Should the Mayor, as ex officio President of the Board, fail or refuse to take the oath as hereinafter prescribed, or refuse to act, or be disqualified in any manner, or absent himself from any meeting of the Board, it shall be lawful for the other Commissioners to hold such meetings for the transaction of business, and may elect one of their number to serve as President of the Board for such meeting, who shall have and exercise all the powers of the President. The city shall provide suitable offices for the meetings of the Board and the Board shall meet at such offices at least once in each week to consider and transact or take under advisement such business as may come before it.

**SEC. 9766. Two Commissioners Appointed by the Governor, Etc.—Qualifications, Tenure of Office and Salary.** Two of said Commissioners shall be appointed by the Governor of the State of Missouri, the senate concurring therein. They shall be citizens of the State of Missouri, and shall have resided in the city for the period of five years next preceding their appointment. They shall hold their offices for the term of three years



and until their successors shall have been appointed and qualified, and shall each receive a salary of twenty-five hundred dollars per annum, payable monthly, and in case a vacancy shall occur the same shall be filled.

**SEC. 9767. Acceptance of any Other Office by Commissioner or Member of Force, Etc., Vacates Office.** Any one of said Commissioners so appointed, or any member of the police force who, during the term of his office, shall accept any other place of public trust or emolument, or shall knowingly receive any nomination for any elective office, and shall fail to decline such nomination within five days, shall be deemed to have thereby vacated his office as such Commissioner or member of the police force.

**SEC. 9768. Commissioners, How Removed.** For official misconduct any of said Commissioners so appointed may be removed by the Governor, upon his being satisfied that such Commissioner is guilty of the alleged official misconduct.

**SEC. 9769. Oath of Office.** Before entering on the duties of said office, the Commissioners shall take and subscribe, before the judge of a court of record having jurisdiction of the trial of criminal causes in the county in which Kansas City is located, or the clerk thereof in vacation, the oath or affirmation prescribed by the Constitution of the State of Missouri, and the further oath or affirmation that in any and every appointment or removal to be by them made to or from the police force, created and organized by them, they will in no case, and under no pretext appoint or remove any policeman or officer of police, or other person under them, for or on account of the political opinions or affiliations of such policeman, officer or other person, or for any other cause or reason than the fitness or unfitness of such policeman, officer or other person, in the best judgment of such Commissioners, for the place to which he shall be appointed, or from which he shall be removed. The said oaths or affirmations shall be recorded and preserved among the records of said court.

SEC. 9770. Quorum. A majority of the Board shall constitute a quorum for the transaction of business.

SEC. 9771. Duty of Commissioners. The duties of the Board of Police hereby created shall be as follows: They shall at all times of the day and night, within the boundaries of Kansas City, as well on water as on land, preserve the public peace; prevent crimes and arrest offenders; protect the rights of persons and property; guard the public health; preserve order at every public election and at all public meetings and places, and on all public occasions; prevent and remove nuisances on all streets, alleys, highways, waters and other places; provide proper police force at every fire for the protection of firemen and property; protect emigrants and travelers at steamboat landings and railroad stations; see that all laws relating to elections, lotteries and lottery policies, and to the observance of Sunday, and relating to pawnbrokers, intemperance, vagrants, disorderly persons, gambling and bawdy houses, and every other kind and manner of disorder and offense against the public health and good order of society are enforced, and shall enforce all laws and ordinances which may be properly enforceable by such police force.

SEC. 9772. Power of Commissioners of Police to Cause Arrests. In case said Commissioners or any police official shall have reason to believe that any person has committed, within Kansas City, or intends to commit, any breach of peace or violation of law and order within the city limits, or that any person found within Kansas City is charged with the commission of crime in the city or in the State of Missouri, against whom criminal proceedings shall have been issued, or when any person may have committed an offense within view of a member of the police force, they may cause such person to be arrested by any member of the police force. In cases where officers make arrest for crimes committed within their view, the offender shall be at once conveyed before some Mu-

nicipal Judge or some Justice of the Peace in the city and the proper complaint against him shall be filed by said officer.

**SEC. 9773. Police Empowered to Make Arrests, When.** The members of the police force of Kansas City are hereby empowered to make arrests for the violation of any ordinance of said city for the protection, regulation and orderly government of parks, public grounds and other public property owned by said city and situated outside of the limits thereof, and persons so arrested for the violation of any such ordinance may be brought within the city limits and tried before the Municipal Court or any Court having jurisdiction of cases arising out of the violation of the ordinances of said city.

**SEC. 9774. Who May Administer Oaths.** Any one of said Police Commissioners, and also the Secretary of said Board, shall have power to administer oaths or affirmations to any person appearing or called before him.

**SEC. 9775. Witnesses, Etc., Compelled to Attend.** The Board of Police shall have power to summon and compel the attendance of witnesses and the production of books and papers before them whenever it may be necessary for the more effective discharge of their duties.

**SEC. 9776. Permanent Police Force Authorized.** To enable the Board to perform the duties imposed upon them, they are hereby authorized and required to employ a permanent police force for Kansas City, which they shall equip and arm as they may deem necessary.

**SEC. 9777. Volunteer Police Force Authorized.** The Police Commissioners may, in their discretion, arm and equip such a force of law-abiding citizens as volunteers, who shall serve without pay, as they deem proper. Such volunteer force shall perfect themselves in the use of arms and such military maneuvers as will render them efficient in assisting the regular police force in suppressing riots, disturbances or any unlawful act or acts. This auxiliary force may be designated as the Board thinks fit, and while in active service shall have

the power and authority of members of the regular police force.

**SEC. 9778. Duty of Board as to Estimates of Expense—Common Council—Appropriation of Money, Etc.** It shall be the duty of the Board of Police at the beginning of each fiscal year to estimate what sum of money will be necessary for the ensuing fiscal year to enable them to discharge the duties hereby imposed upon or entrusted to them, and they shall forthwith certify the same to the Common Council or Municipal Assembly of Kansas City, who are hereby required in the first apportionment ordinance of that fiscal year to set apart and appropriate the amount so required, payable out of the next annual revenue of the city. If the Board shall be required to call out an extra police force and the expense thereof shall not have been contemplated in their first estimate, they shall immediately certify the expense of such additional force, and the additional amounts so required shall be appropriated for that purpose. The estimate made at the beginning of each fiscal year shall embrace the cost of the Department as then organized, the cost of any proposed increase in the number of policemen necessary for the discharge of such duties and authorized hereunder, and the cost of any proposed erection of station houses, the renting of apparatus for police alarms, fire alarms, or the purchase of new or additional equipment of arms or other apparatus. The term Common Council, as used in any provision hereof, shall be construed to mean the Municipal Assembly or other body having legislative authority in Kansas City.

**SEC. 9779. Monthly Requisitions, How Made.** The Board of Police is hereby authorized to make requisition monthly upon the Treasurer, Comptroller or other proper disbursing officer or officers of Kansas City as it may deem necessary for executing their duties for that month, and the sum so required shall be appropriated, and by said disbursing officer or officers placed to the credit of the Police Department hereby created, and such money so appropriated shall be paid out of the city treasury only upon warrants drawn by the President of the Board and countersigned by the City

Comptroller as it may be needed to meet the current expenses of the Board of Police.

**SEC. 9780. Persons Arrested, Before Whom Brought.** The Board of Police shall cause all persons arrested by members of the police force to be brought before the Municipal Judge of Kansas City when arrested for the violation of any ordinance of said city, and in other cases to be brought before some Justice of the Peace having jurisdiction of the offenses, to be dealt with according to law.

**SEC. 9781. Journal to be Kept—Report to Council.** The Board shall cause a journal of its proceedings to be kept, and shall cause all receipts to be faithfully entered in books to be kept for that purpose, and said journal and other books, and all documents in the possession of the Board, shall always be open to the inspection of the general assembly of the State of Missouri and the Common Council of Kansas City, or any committee appointed by them or by either of them. It shall be the duty of the Board to report to the Common Council of Kansas City on the third Monday in April of each year the number and expense of the police force employed by them hereunder, and such other matters as may be of public interest concerning the duties imposed upon or entrusted to the Board.

**SEC. 9782. Members of Police Force Declared to be Officers of the State—Powers, Etc.** The members of the police force appointed by the Police Commissioners in pursuance hereof are hereby declared to be officers of the State of Missouri and of Kansas City. They shall have power within the city to arrest, on view, any person they see violating, or whom they have reason to suspect of having violated any law of the state or ordinance of said city. They shall have power to arrest and hold, without warrant, for a period of time not exceeding twenty-four hours, persons found within said city charged with having committed felonies in other states, and who are reported to be fugitives from justice.

**SEC. 9783. Qualifications of Officers and Policemen.** No person shall be appointed policeman or officer of police who shall have been convicted of any offense,

the punishment of which may be confinement in the state penitentiary; nor shall any person be appointed who is not proven to be of good character, or who is not proven to be a citizen of the United States, or who cannot read and write the English language, and who does not possess ordinary physical strength and courage. The Board shall from time to time hold an examination for determining the qualifications and fitness of all applicants for appointment to positions on the police force who have not been previously examined in pursuance of the provisions hereof, and such examination shall be conducted in pursuance of such rules and regulations as may be prescribed by the Board, and the Board shall cause the names of all persons who are so examined and found to be suitable and fit persons for the kind of police duty for which they are applicants, to be entered in a book to be provided by the Board for that purpose, and whenever a vacancy occurs in any grade of officers, except the Chief, and cannot be filled from the next lower grade, it shall be filled from the list of persons so examined and found to be fit and suitable to fill the office in which such vacancy occurs.

**SEC. 9784. Probationary Service—Term of Office—Removal Of.** The first employment of policemen and every police officer shall be for a probationary term of one year, and the Board of Police may, in its discretion, discontinue their services at any time. Having served one year probationary service to the satisfaction of the Board, such policemen and police officers may be appointed for an additional term of three years, and shall thereafter be subject to removal only for cause and upon complaint being made, or charges being preferred against them, a copy of which complaint or charges, setting forth the grounds thereof, shall be given to such policeman not less than forty-eight hours prior to the time the complaint or charges are to be heard by the Board, and they shall have a right to appear before the Board and be confronted by the witnesses against them, and to be defended by counsel, and the Board, after hearing the charges, shall take a vote by yeas and nays, to be entered upon the

records, whether or not the charges have been sustained, and what punishment, if any, shall be imposed. If the charges are found by the Board to be sustained by the evidence, the Board may remove such policeman or police officers, or the Board may, instead of removal, suspend, reprimand or impose a fine upon the policeman or police officer, and in case any fine so imposed is not paid, the same shall be deducted from the salary of such policeman or police officer. If complaint is made or charges preferred against a policeman or police officer, which, in the opinion of the Board, does not constitute an offense of which the Board should take cognizance, the Board shall dismiss such complaint or charges.

**SEC. 9785. Chief May Suspend Policeman or Officer—Board to Hear Charges, Etc.—Unnecessary Force—How Discharged—Reappointed.** The Chief of Police may suspend any policeman or police officer, except the Secretary of the Board and Surgeon, against whom complaint or charges have been made, if he shall deem proper so to do, and such policeman or police officer shall stand suspended until the next meeting of the Board, when the Board may abate such suspension and reinstate the officer so suspended or order the suspension be continued until the trial upon such complaint or charges. All complaints or charges filed by persons other than the Commissioners or police officers shall be verified by the oath of the person filing such complaint or charges. The Board may at any time discharge policemen and police officers for the reason that, in the opinion of the Board, the police force is larger than the interests of the public demand, or that there is insufficient money to pay the expenses of maintaining the police force as then organized, and in such cases it shall not be necessary to file any complaint or charges, or permit a hearing by the Board, of the policemen or police officers to be removed; but when the vacancies so created shall be filled, the policemen or police officers thus removed shall, if they so desire, be reappointed to fill such vacancies.

**SEC. 9786. Certain Policemen and Officers Preferred—Provisions for the Old and Crippled.** Police-

men and police officers whose term of services have expired and who, during the term of their appointment shall have faithfully performed their duty, shall, if otherwise qualified, be preferred by the Board in making new appointments. The Board may, in its discretion, make special provisions for policemen and officers who have grown old in the service, or those crippled while in the discharge of their duty so as to unfit them for active work, by assigning them to special duty at a proper salary, or by making such other provision as may be just and legal.

SEC. 9787. The Board May, as the Service Requires, Appoint Officers and Patrolmen, as Follows: A Chief of Police, at a salary of four thousand dollars per annum, and he shall not receive any fees or perquisite; one Chief of Detectives, at a salary of two thousand and eight hundred dollars per annum; a Secretary of the Board, at a salary of two thousand and one hundred dollars per annum; Captains, not to exceed one for each police district, at a salary of one thousand and eight hundred dollars each per annum; Lieutenants, not to exceed one for each police district, at a salary of one thousand and five hundred dollars each per annum; Sergeants, not to exceed four to each police district, at a salary of one thousand and two hundred dollars each per annum; Secretary of the Chief, at a salary of one thousand and five hundred dollars per annum; a Police Surgeon, at a salary of not to exceed one thousand and eight hundred dollars per annum, to be fixed by the Board, and he shall perform such additional duties as may be prescribed by ordinance; Detective Sergeants, not to exceed one for every fifteen detectives, at a salary of one thousand and five hundred dollars each per annum; Police Detectives, not to exceed one for every fifteen patrolmen, at a salary of one thousand and three hundred and eighty dollars each per annum; patrolmen, not to exceed one for every seven hundred inhabitants, the estimate to be taken from the best known source for obtaining such information: Provided, however, that for extraordinary emergencies the Board may raise such additional force as may be deemed necessary in its judgment. The salary of regu-



lar patrolmen shall be one thousand and eighty dollars each per annum, and probationary patrolmen shall receive seven hundred and eighty dollars each per annum; police signal operators, not to exceed three for each police station, at a salary of seven hundred and twenty dollars each per annum; one property clerk, at a salary of one thousand and two hundred dollars per annum; hostlers, not to exceed two for each police station, at a salary of seven hundred and twenty dollars each per annum; turnkeys, not to exceed two for each police station, at a salary of seven hundred and twenty dollars each per annum; drivers, not to exceed two for each police station, at a salary of seven hundred and twenty dollars each per annum.

**SEC. 9788. Salaries Paid Monthly.** The patrolmen and all officers of the police force shall be paid monthly at the rate hereinbefore provided.

**SEC. 9789. May Require Bond of Officers or Members of Force.** The Board may, in its discretion, require a bond with security to be approved by the Board of any officer or member of the police, in any reasonable sum, conditioned for the faithful performance of duty and the proper care and disposition of money or property placed in his charge.

**SEC. 9790. Vacancies, How Filled.** Whenever any vacancy shall take place in any grade of officers, except the Chief, it shall be filled from the next lower grade, if competent men can be found therein.

**SEC. 9791. Board to Make Rules and Regulations.** The Board of Police is hereby authorized to make and enforce all rules and regulations not inconsistent herewith, as it may deem necessary for the appointment, employment, uniforming, discipline, trial and government of the police.

**SEC. 9792. Police Relief Association, How Maintained.** The members of the police force may, by assessment or monthly dues, maintain any Police Relief Association incorporated by them under the laws of Missouri, for the purpose of rendering assistance to sick or injured members, or, in case of the death of any member, to the widow and children, if any.

**SEC. 9793. Board May Assist in Maintaining Relief**

**Association, How.** The Board may assist in the maintenance of such Police Relief Association, by causing to be paid into the treasury thereof all unclaimed money that may come into the hands of the police, the proceeds of sale of unclaimed property remaining in the hands of the police at the end of each fiscal year; Provided, that the treasurer or other officers of such relief association, into whose hands such money may be placed, shall be required to give a good and sufficient bond to Kansas City for securing the same.

**SEC. 9794. Rules of Board, How Enforced.** All lawful rules and regulations made by the Board shall be obeyed by the members of the police force on pain of dismissal, suspension, fine or reduction in rank or pay, or forfeiture of pay, as the Board may order.

**SEC. 9795. Rewards and Gifts Prohibited Without Consent of Board.** No officer or policeman shall be allowed to receive any money as a reward or gift for any services he may render, without the consent of the Board, and when such consent is obtained, twenty per cent of the gross amount thereof shall be paid into the treasury of the Police Relief Association, if any exists.

**SEC. 9796. Uniforms Prescribed.** The Board shall have power to commission, regulate and prescribe a uniform for policemen and watchmen for parks and parkways owned or controlled by Kansas City, and for private watchmen and private policemen, while serving or acting as such on any street, alley, wharf, or other public place in said city, and any person acting as a private watchman or private policeman in said city without a commission from the Board shall be deemed guilty of a misdemeanor.

**SEC. 9797. Secretary to Board to Give Bond, Etc.** The Secretary of the Board of Police Commissioners, before entering upon his duties, shall give bond to the city, with one or more sureties, to be approved by the Board, in the sum of five thousand dollars, conditioned for the faithful performance of his duty as such Secretary and the proper execution of all the orders of said Board of Police Commissioners. Such bond shall be filed in the office of the Comptroller or other officer having custody of bonds executed by officers of Kansas

City, and shall be renewed at least every two years, and oftener if the Board of Police Commissioners shall so require.

**SEC. 9798. Commissioners to Provide Clerks, Etc.—City Divided Into Districts.** The Board of Police Commissioners shall provide itself with a Secretary and such clerks as may be necessary for the transaction of its business, and shall have power to divide the city into police districts and furnish all the necessary materials and provisions for a perfect and complete organization and equipment of the police force and Police Department of Kansas City, and may, under the direction and control of the Board of Public Works, by and with the consent of the Common Council, evidenced by ordinance appropriating money therefor, erect in any police district station house, jails and other accommodations for the use of the Police Department.

**NOTE—**The number of the section given opposite each state law enumerated above, refers to the section in the Revised Statutes of the State of Missouri, 1909, in which said laws may be found.

## APPENDIX B.

The State laws and City ordinances mentioned in the following list are those which most frequently require police attention:

### I. STATE LAWS.

The number of the section given opposite each State law below refers to the section of the Revised Statutes of the State of Missouri, 1909, in which said laws may be found:

Sec. 4490, Abandonment of Child.

Sec. 4495, Abandonment of Wife (Amended Session Acts 1911, page 193),

Sec. 4459, Abortion,

Sec. 4729, Adultery,

Sec. 4505, Arson,

Sec. 4481, Assault With Intent to Kill,

Sec. 4482, Assault, Felonious,

Sec. 4484, Assault, Common,

Sec. 4365, Assault on Officer,

Sec. 4534, Attempt to Rob,

Sec. 4720, Bigamy,

Sec. 4534, Blackmail,

Sec. 4748, Bookmaking,

Sec. 4529, Burglar Tools, Possession of, Felony,

Sec. 4514, Burglary,

Sec. 5786, Cocaine, Selling Without Prescription,

Sec. 4496, Concealed Weapons, Carrying Of,

Sec. 4765, Confidence Game, Obtaining Money By,

Sec. 4642, Counterfeiting,

Sec. 4423, Elections, Intimidating Voters,

Sec. 6174, Elections, Offenses by Police Officers,

Sec. 4550, Embezzlement,

Sec. 4534, Extortion,

Sec. 4565, False Pretenses, Obtaining Money By,  
(Amended Session Acts 1911, page 195),

Sec. 4636, Forgery,

Sec. 4754, Gambling,

Sec. 4725, Incest,

Sec. 4488, Kidnaping,

- Sec. 4535, Larceny, Grand,
- Sec. 4548, Larceny, Petit,
- Sec. 4818, Libel, Criminal,
- Sec. 4770, Lotteries,
- Sec. 4590, Malicious Mischief,
- Sec. 4454, Manslaughter,
- Sec. 4483, Maiming by Procurement of Another,
- Sec. 4480, Mayhem,
- Sec. 4448, Murder,
- Sec. 4822, Opium Joints (Amended Sessions Acts 1911, pages 199, 200, 201),
- Sec. 4344, Perjury,
- Sec. 4679, Prize Fighting,
- Sec. 4471, Rape,
- Sec. 4554, Receiving Stolen Property,
- Sec. 4530, Robbery,
- Sec. 4478, Seduction.

## II. CITY ORDINANCES.

The number of the section given opposite each City ordinance below refers to the section of the Revised Ordinances of K. C. 1909, in which said ordinances may be found:

- Sec. 23, Animals, Running at Large, Prohibited,
- Sec. 298, Animals, Indecent Exhibitions of, Forbidden,
- Sec. 407, Animals, Tying Feet of, Forbidden,
- Sec. 408, Animals, Cruelty to, Forbidden,
- Sec. 39, Ashes, Box Must be Provided For,
- Sec. 294, Advertisements, Indecent, Forbidden,
- Sec. . . . , Automobiles (See Traffic Ordinance),
- Sec. 43, Bonfires Prohibited,
- Sec. 164, Bowling Alley, Minors Prohibited In,
- Sec. 320, Bowling Alley, Must Close at Certain Hours,
- Sec. 307, Bawdy Houses, Forbidden,
- Sec. 308, Bawdy Houses, Girl Under 17 Years, Forbidden In,
- Sec. 309, Bawdy House, Inmate and Frequenter of,
- Sec. 966, Bawdy House, Decoying Female To,
- Sec. 351, Blasting, Must be Covered,
- Sec. 619, Blasting, Must Have Permit,
- Sec. 447, Bonds, for Municipal Court, Taken by Police,

- Sec. 960, Burglar Tools, Possession of, Forbidden,  
Sec. 314, Cigarettes, Sale to Minor, Forbidden,  
Sec. 315, Cocaine, Sale of, Forbidden,  
Sec. 322, Children, Out After 9 p. m., Forbidden,  
Sec. 345, Concealed Weapons, Carrying of, Forbidden,  
Sec. 16, Dogs, Dangerous, Must be Tied Up,  
Sec. 33, Dogs, Police to Enforce Ordinance in Re-  
gard To,  
Sec. 166, Detectives Must Have Certificate From  
Board of Police Commissioners,  
Sec. 326, Disturbing the Peace, Forbidden,  
Sec. 353, Firearms, Discharging, Forbidden,  
Sec. 405, Funeral Procession, Passing Through, For-  
bidden,  
Sec. 303, Gambling Forbidden,  
Sec. 306, Gambling, Renting Houses For, Forbidden,  
Sec. 305, Gambling Houses, Frequenting, Forbidden,  
Sec. 957, Gamblers, Treated as Vagrants,  
Sec. 40, Hay, Straw, Etc., Must be Covered,  
Sec. 330, Huckster, Crying Aloud, Forbidden,  
Sec. 290, Intoxication Forbidden,  
Sec. 975, Intoxicating Liquor, Selling Without Li-  
cense, Forbidden.  
Sec. 291, Indecent Acts Forbidden,  
Sec. 310, Immoral Purposes, Renting Rooms For,  
Forbidden,  
Sec. 304, Lotteries Forbidden,  
Sec. 961, Lewd Women, Treated as Vagrants,  
Sec. 254, Nuisances, What Are Declared to Be,  
Sec. 295, Obscene Literature Forbidden,  
Sec. 312, Opium Dens Forbidden,  
Sec. 374, Officer, Impersonating One, Forbidden,  
Sec. 375, Officer, Resisting One, Forbidden,  
Sec. 163, Pool and Billiards, Minors, Forbidden to  
Play,  
Sec. 320, Pool and Billiard Rooms, Close at Certain  
Hours,  
Sec. 966, Procurers and Pimps Treated as Vagrants,  
Sec. 967, Prostitutes Treated as Vagrants,  
Sec. 292, Prostitutes on Streets Forbidden,  
Sec. 325, Riots Forbidden,

- Sec. 257, Sidewalk, Merchandise on, Forbidden,  
Sec. 260, Sidewalk, Expectorating on, Forbidden,  
Sec. 275, Sidewalk, Offensive Substance on, Forbidden,  
Sec. 334, Sidewalk, Crowds on, Forbidden,  
Sec. 349, Sidewalk, Coasting on, Forbidden,  
Sec. 355, Sidewalk, Snow and Ice Must be Removed,  
Sec. 359, Sidewalk, Waste Water on, Forbidden,  
Sec. 360, Sidewalk, Must be Swept During Certain Hours,  
Sec. 380, Sidewalk, Distributing Hand Bills on, Forbidden,  
Sec. 389, Sidewalk, Animals on, Forbidden,  
Sec. 401, Sidewalk, Running Water Over, Forbidden,  
Sec. 296, Streets, Loitering on, Forbidden,  
Sec. 297, Streets, Begging on, Forbidden,  
Sec. 332, Streets, Noises and Disturbances on, Forbidden,  
Sec. 342, Streets, Fast Driving on, Prohibited,  
Sec. 348, Streets, Playing Ball on, Forbidden,  
Sec. 400, Streets, Collecting Crowds on, Forbidden,  
Sec. 417, Streets, Wagons Spilling Rubbish on, Forbidden,  
Sec. 420, Streets, Building Fires on, Forbidden,  
Sec. 422, Streets, Sweeping Dirt on, Forbidden,  
Sec. 595, Streets, Holes in, Must Have Lights and Barriers,  
Sec. 955, Street Loafers, Treated as Vagrants,  
Sec. 964, Street Walkers, Prohibited,  
Sec. 712, Sanitary Laws, Duty of Police in Regard to,  
Sec. 968, Shoplifters, Treated as Vagrants,  
Sec. 391, Trees, Hitching Horses to, Forbidden,  
Sec. 409, Teams, Overloading, Forbidden,  
Sec. 360, Windows, Washing at Certain Hours,  
Sec. 402, Weeds, Must be Cut.

The following named ordinances have been passed by the Common Council and approved by the Mayor since the ordinances were compiled in 1909 and are not included in the bound edition of that date. They are given in full because they are especially applicable to the police department:

## (1) TRAFFIC ORDINANCE.

(Ordinance No. 9261.)

An Ordinance regulating riding, driving, travel and traffic in the streets and boulevards of Kansas City, and providing a punishment for any violation thereof.

**SECTION 1.** The owner, operators, driver or person in charge of any cart, dray, wagon, hackney coach, omnibus, automobile, taxicab, carriage, buggy, motorcycle, tricycle, bicycle, or other vehicle, used, propelled or driven upon the streets of Kansas City, shall conform to and observe the following rules and regulations upon all such streets, alleys, avenues, boulevards, park roads and public places in said city.

**SEC. 2.** The word "vehicle" includes equestrians, led horses and everything on wheels or runners, except street cars and baby carriages.

**SEC. 3.** The word "horses" includes all domestic animals.

**SEC. 4.** The word "driver" includes the rider or driver of a horse, the rider of wheels and the operator of a vehicle, motorcycle or street car.

**SEC. 5.** The term "congested district," as used in this ordinance, shall include all that portion of the city lying north of the south line of 19th street and west of the east line of Troost avenue.

**SEC. 6.** The roadbeds of highways are primarily intended for vehicles; but pedestrians have the right to cross them in safety, and all drivers of vehicles shall exercise all proper care not to injure pedestrians. Pedestrians when crossing a street shall not carelessly or maliciously interfere with the passage of vehicles.

**SEC. 7.** Pedestrians crossing any street at the intersections thereof with another street within the congested district, shall pass over such portion of the street as is included within the lines of the sidewalk projected, and not diagonally.

**SEC. 8.** The driver or person in control of a vehicle in slowing or stopping shall signal those in the rear by raising whip or hand.

**SEC. 9.** No vehicle shall be turned unless a signal shall previously be given by the whip or hands indi-



cating the direction in which the turn is to be made.

**SEC. 10.** No person in control of a vehicle shall back the same without ample warning having been given; and, while backing, care must be exercised not to injure those in the rear.

**SEC. 11.** Police, Fire Department, Fire Patrol, United States mail vehicles, and ambulances, shall have the right of way in any street.

**SEC. 12.** Every person in charge of a vehicle shall pull to the right of the street or road when signaled from a vehicle behind desiring to pass.

**SEC. 13.** That upon the approach of any fire apparatus, police patrol or ambulance, every vehicle shall draw up as near as practicable to the right curb of the street and remain at a standstill until such apparatus, patrol or ambulance shall have passed.

**SEC. 14.** The driver of a street car shall immediately stop his car and keep it stationary upon the arrival of any fire apparatus.

**SEC. 15.** Street cars shall have the right of way, between cross streets, over all other vehicles, except as provided in Sec. 11.

**SEC. 16.** The driver or person in control of any vehicle upon a track in front of a street car shall turn out upon a signal from the motorman or driver of the car.

**SEC. 17.** Every person in charge of any vehicle upon any street approaching any street car which has stopped or is about to stop for the purpose of taking on or discharging passengers, shall stop or slow down to a reasonably safe rate of speed not exceeding six miles per hour, and shall not approach said street car close enough to interfere with passengers boarding and leaving said street car.

**SEC. 18.** No vehicle or street car shall so occupy any street as to interfere with or interrupt the passage of other cars or vehicles.

**SEC. 19.** Vehicles and street cars shall not stop on the cross walk so as to interfere with the passage of pedestrians.

**SEC. 20.** Vehicles shall be driven in a careful man-

ner and with due regard for the safety and convenience of pedestrians and all other vehicles.

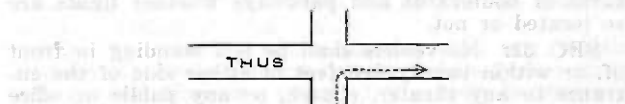
**SEC. 21.** Every person using any vehicle on any street in the city of Kansas City, shall operate, drive or ride such vehicle on the portion to the right of the center of the street, except where the right side of the street is in such condition as to be impassable.

**SEC. 22.** Vehicles moving slowly shall keep as close as possible to the curb on the right, allowing more swiftly moving vehicles free passage to their left.

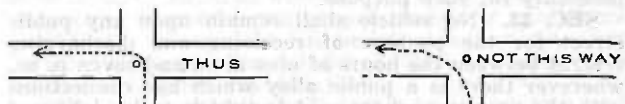
**SEC. 23.** A vehicle meeting another shall pass on the right.

**SEC. 24.** A vehicle overtaking another shall pass on the left side of the overtaken vehicle and not pull over to the right until entirely clear of it.

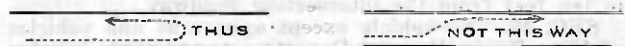
**SEC. 25.** A vehicle turning into another street to the right shall turn the corner as near to the right hand curb as possible.



**SEC. 26.** A vehicle when turning to the left to enter an intersecting street shall not turn until it shall have passed beyond the center of such intersecting street.



**SEC. 27.** Vehicles crossing from one side of the street to the other shall do so by turning to the left so as to head in the same direction as the traffic on the street.



**SEC. 28.** No vehicle shall be turned around upon any street within the congested district unless said vehicle

shall first proceed to the next cross street and shall then make the turn to the left after reaching the center of said cross street.

**SEC. 29.** No vehicle shall stop with its left side to the curb within the congested district or upon any boulevard or parkway.

**SEC. 30.** No vehicle, unless in an emergency or to allow another vehicle or pedestrian to cross its path, shall stop in the street except near the right hand curb thereof, and so as not to obstruct a crossing.

**SEC. 31.** On all avenues or streets divided by parkway, walk, sunkenway or viaduct, vehicles shall keep to the right of such division; and red street lights located in the center of driveways at intersections and turns indicate this rule of the road: "SLOW DOWN AND KEEP TO THE RIGHT," and this rule of the road must be complied with on all intersections and turns of boulevards and parkways whether lights are so located or not.

**SEC. 32.** No vehicle shall be left standing in front of, or within twenty-five feet of either side of the entrance to any theater, church, or any public or office building which is not less than three stories high, except when taking on or discharging passengers or freight, and then only for such length of time as is necessary for such purpose.

**SEC. 33.** No vehicle shall remain upon any public street for the purpose of receiving and discharging freight between the hours of nine a. m. and seven p. m., wherever there is a public alley which has connections with the premises where said freight is to be delivered or received and such delivery or receipt is practicable through said alley.

**SEC. 34.** No vehicle shall stand within the intersection of any streets in the congested district or within ten feet from the intersecting roadway.

**SEC. 35.** No vehicle except apparatus and vehicles of Fire. Police. Hospital Departments and United States mail, shall be driven through a procession except with the permission of a police officer.

**SEC. 36.** \*At theaters and public gatherings or under

unusual circumstances, vehicles shall stand or move as directed by the police.

**SEC. 37.** Vehicles shall not stand or travel two or more abreast in any street.

**SEC. 38.** No horse nor mule, nor any animal attached to a vehicle shall be permitted to stand upon any portion of any street, boulevard, parkway, avenue or park road of said city, unless the driver thereof is in charge of and accompanies the same, or unless such animal be securely hitched to a hitch weight, or hitching post; nor shall any vehicle, horse, mule or animal be permitted to stand upon any boulevard, parkway, avenue, street or park road to the obstruction of the same or to the inconvenience of travel.

**SEC. 39.** No horse shall be unbitted in any street or highway unless secured by a halter.

**SEC. 40.** No person shall in any street or highway remove any part of a vehicle or any part of the harness of a horse without first unhitching the horse or horses attached to said vehicle.

**SEC. 41.** No one shall ride or jump any vehicle without the consent of the driver; and no person when riding shall allow any part of the body to protrude beyond the limits of the vehicle, nor shall any person hang on to any vehicle whatsoever.

**SEC. 42.** No person shall drive a vehicle loaded with iron or other material likely to produce a great annoying sound without using proper deafening substances.

**SEC. 43.** No vehicle shall be left standing in a street or alley at night without light or lights so displayed as to be visible from any direction.

**SEC. 44.** A vehicle shall remain backed up to a curb only long enough to be loaded or unloaded.

**SEC. 45.** Horses attached to vehicles and the shafts of unhitched vehicles, when backed up to the curbs, shall be turned at right angles to the vehicles or at as nearly this angle as possible.

**SEC. 46.** When taking up or discharging freight or passengers, vehicles within the congested district shall be headed in the direction of traffic on the right of the roadway. So far as practicable, freight, coal, and ice wagons and other heavy traffic shall be unloaded from

the right side and not from the end of the wagon and shall be drawn in close to the curb.

**SEC. 47.** No person operating a self-propelled vehicle shall permit the motors of same to operate in such a manner as to visibly emit an unduly great amount of steam, smoke or products of combustion from exhaust pipes or openings.

**SEC. 48.** No person when driving a vehicle with a horse or horses attached thereto shall cease from holding the reins in his hands to guide and restrain the same; nor, when not riding, cease from walking by the head of the shaft or wheel-horse, either holding or keeping within reach of the bridle or halter thereof.

**SEC. 49.** Every hackney, carriage, cab or cabriolet used for purposes of hire, when driven on the streets between the hours of sunset and sunrise, shall have fixed on some conspicuous part of the outer side thereof, two lighted lamps, with plain glass front and sides on which shall be painted in legible figures, at least one inch long, the registry number thereof; and also exhibit at least one red light visible from the rear. Every automobile when operated upon any public street, boulevard, parkway or park road, shall carry, between the hours of sunset and sunrise, at least one lighted lamp showing white, visible at least two hundred feet in the direction towards which the automobile is proceeding, and shall also exhibit at least one red light visible in the reverse direction. All other vehicles, motorcycles, bicycles, tricycles and velocipedes, except dray vehicles, while in use on the streets, boulevards, parkways or park roads, between the hours of sunset and sunrise, shall display one or more lights on the outside of such vehicle, so as to be distinctly visible 100 feet from both the front and the rear; if but one light shall be displayed upon such vehicle, it shall be placed on the left side.

**SEC. 50.** Every automobile, motor vehicle or motorcycle using gasoline or other explosive mixture as a motive power, shall use a "muffler" which shall be sufficient to deaden the sound of the explosions, and such muffler shall not be disconnected or cut out while such automobile, motor vehicle or motorcycle is being

operated upon any street or avenue, boulevard, parkway or park road within the city of Kansas City.

SEC. 51. Every bicycle, tricycle, velocipede, automobile, motor car, motor truck, motorcycle, and other horseless vehicle, car, engine or machine, except baby-carts and toy-wagons, in use upon the streets of Kansas City, Missouri, shall have attached thereto a gong, bell, horn, or other adequate signal in good working order and of proper size and character sufficient to give warning of the approach of such vehicle, car, engine or machine to pedestrians and to riders and drivers of other vehicles and to persons entering or leaving street cars; but such gongs, bells, horns and other signals shall not be sounded except when necessary to give warning; PROVIDED, that no such gong, bell, horn or other signal shall produce a sound unusually loud, annoying or of distressing character, or such as will frighten pedestrians or animals; or extreme noises, as "sirens" or similar instruments that produce unusually loud, annoying or distressing sounds; PROVIDED FURTHER, that this section shall not apply to public ambulances, vehicles belonging to fire or police departments of the city, or vehicles required to respond to alarms of fire or other emergency calls.

SEC. 52. Every person operating a motor vehicle on the public streets, boulevards or parkways or park roads within the city, shall drive the same in a careful and prudent manner, and a rate of speed that shall not endanger the property of another, or the life or limb of any person or persons; provided that driving in excess of the following rates of speed for a distance of more than two hundred feet shall be presumptive evidence of driving at a rate of speed which is not careful and prudent.

(a) Twelve (12) miles per hour on Cliff Drive in North Terrace Park, and fifteen (15) miles per hour on all other park roads within any public park of the city.

(b) Fifteen (15) miles per hour upon streets, avenues and boulevards or parkways within the congested district.

(c) Twenty (20) miles per hour upon all other

streets, roads, avenues, boulevards, parkways or parts thereof within the limits of Kansas City, Missouri; provided, however, that in passing any street intersection, crossing or cross walk, within the limits of Kansas City, Missouri, the rate of speed for driving shall not exceed ten (10) miles per hour when any person or vehicle is upon said intersection, crossing or cross walk, with whom or with which there is or may be danger of collision.

**SEC. 53.** No person shall drive any public or private automobile, motor car, motorcycle or other self-propelled vehicle who is less than eighteen years of age.

**SEC. 54.** Between the hours of seven a. m. and seven p. m. no vehicle shall remain stationary for a longer period than sixty minutes within the district bounded by north side of 8th street, the south side of 12th street, the west side of Wyandotte street and the east side of McGee street, except for the purpose of receiving and delivering passengers and freight, and when said sixty minutes shall have expired and said vehicle shall not have been moved for a greater distance than one block, then it shall be construed to have remained stationary.

**SEC. 55.** That it shall be the duty of the Police Department of the city of Kansas City to enforce all the provisions and terms of this ordinance, and to that end, every person driving, operating or propelling any vehicle shall stop the same immediately upon the request or upon the signal from a police officer, such signal to be given by the officer raising his hand, club, or blowing his whistle.

**SEC. 56.** Any person who shall violate any provision of this ordinance shall, upon a first conviction thereof, be punished by a fine of not less than one nor more than two hundred dollars; upon a second conviction, shall be fined not less than ten dollars nor more than two hundred dollars; and upon a third conviction thereof shall be fined not less than twenty-five nor more than two hundred dollars.

**SEC. 57.** All ordinances, or parts of ordinances, in

conflict with this ordinance, are, insofar as they conflict, hereby repealed.

Passed July 10, 1911. Frank D. Askew, Speaker Lower House of the Common Council.

Passed July 17, 1911. R. L. Gregory, President Upper House of the Common Council.

Approved July 19, 1911.

DARIUS A. BROWN, Mayor.

Attest: WM. CLOUGH, City Clerk (Seal)

## II. PAWNBROKERS' ORDINANCE.

(Ordinance Number 7814.)

An Ordinance Regulating Pawnbrokers, Fixing Amount of License Fee and Providing for Revocation of License and for Penalty for Violation of Ordinance.

Be it Ordained by the Common Council of Kansas City:

**SEC. 1.** Any person who loans money on deposit of personal property, or who deals in the purchase of personal property on condition of selling the same back again at a stipulated price, or who makes display at his place of business of the sign generally used by pawnbrokers to denote their business, to-wit: three gilt or yellow balls, or who publicly exhibits any sign of money to loan on personal property, is hereby declared to be a pawnbroker.

**SEC. 2.** No person shall carry on or engage in business as a pawnbroker in this city without having first obtained a license therefor from said city, and such license shall conform to those now provided for or that may be hereafter provided by ordinance.

**SEC. 3.** Before such license is issued, it shall be necessary to procure a certificate from the Mayor of Kansas City that he has caused an inquiry to be made as to the character and integrity of the applicant and finds no reason why a license should not issue to such applicant.

**SEC. 4.** Every person applying for a license to engage in or carry on the business of a pawnbroker, shall, before such license is issued to him, enter into bond to Kansas City, with two or more good and sufficient sureties, residents of the city, to be approved by the Comp-



troller, in the penal sum of two thousand dollars, conditioned that said applicant will strictly and faithfully observe all ordinances, regulations and requirements of said city in relation to pawnbrokers or their business, and will pay all costs, fines and penalties incurred on account of his failure or neglect in that behalf and will pay all damages resulting to any person by reason of his wrongfully purchasing, taking or receiving in pledge or on deposit any stolen property, or the property of any minor, which bond shall be filed with the City Comptroller, and may be sued upon by any person damaged, as aforesaid, in the name of the city, to the use of such person; but in no event shall said city be liable for any costs in such suit.

SEC. 5. Every pawnbroker shall for such license pay the sum of two hundred dollars (\$200.00) a year at the time and in the manner required by ordinance.

SEC. 6. Every pawnbroker shall keep at his place of business a register, in which he shall enter, in writing, minute description of all property taken, purchased or received, as aforesaid, including any number that may be in or upon any article, together with the time and name, age, nationality, color and place of residence (giving street and number, if within the city), of the person leaving said property, also the amount loaned, the interest charged and the time when the loan falls due, which register shall be kept clean and legible. He shall make said entries within one hour after the receipt of purchase of such property. Every entry shall be made in ink and shall not in any manner be erased, obliterated or defaced.

To the person negotiating or leaving such property, he shall give a plainly written or printed ticket, having upon it a full and perfect copy of all the entries required by ordinance to be kept in such register, for which copy no charge shall be made.

It shall be the further duty of every pawnbroker to make out and deliver to the Chief of Police every day, before the hour of 12 m., a legible and correct copy from said register of all personal property or other valuable things received or deposited or purchased during the preceding day together with the time when

received or purchased and a description of the person or persons by whom left in pledge, or from whom the same were purchased.

Provided, that no person shall be required to furnish such description of any property purchased from manufacturers or wholesale dealers having an established place of business, or of any goods, purchased at open sale from any bankrupt stock, or from any other person having an established place of business. But such goods must be accompanied by a bill of sale or other evidence of open and legitimate purchase, and must be shown to the Mayor or any member of the Police Department when demanded.

SEC. 7. Said register shall, at all times, be kept open to the inspection of the Marshal and Sheriff of Jackson County, or the deputy of either, any officer of the police force of this city, the City Attorney of this city and the Prosecuting Attorney of said Jackson County, and anyone authorized in writing for that purpose by the Chief or Captain of said police force, which authority shall be exhibited to the pawnbroker. Said pawnbroker shall also, upon request, show and exhibit to any such person or officer, for inspection, any article or articles purchased, taken or received by him.

SEC. 8. Every pawnbroker shall, on the absolute purchase of any personal property, enter the same in said register in the same manner as property received on pledge; and shall for thirty days after such purchase, keep the same at his place of business, subject to inspection by said officers and persons, as fully and to the same extent as goods received on pledge.

SEC. 9. No pawnbroker shall purchase, take or receive in pledge or deposit, any article of property of or from a minor, or owned by any minor, or any stolen property, or property which, from any cause, he may have reason to believe or suspect cannot be lawfully sold, pawned or pledged by the person offering it.

SEC. 10. No pawnbroker or his family shall be permitted to live in his pawnshop or in the rooms connecting therewith.

SEC. 11. No pawnbroker shall keep his place of business open or transact any business therein between

the hours of 8 o'clock p.m. and 7 o'clock a.m. from the first day of January to the thirty-first day of December; provided, however, that on Saturday night of each week in the year and for a period beginning on the first day of December to and including the twenty-fifth day of December of each year said pawnbroker may keep his pawnshop or place of business open and transact business until 10 o'clock p.m.

**SEC. 12.** A license shall be and is hereby required of every pawnbroker for each and every place where such business is transacted; and it shall be unlawful for anyone to act as agent or solicit for any pawnbroker, while such pawnbroker is engaged in such business, at a place other than that specified in said license.

**SEC. 13.** Every pawnbroker shall give the Chief of Police of Kansas City notice of all goods to be shipped out of town, the consignee, the destination and date of shipment, at least five days before such shipment and give such Chief of Police the opportunity to examine such goods.

**SEC. 14.** If any pawnbroker or his agents, servants or employes shall violate any of the provisions in this ordinance or any of the statutes of the State of Missouri and be finally convicted in any court of record of this city or state or in the Municipal Court of Kansas City, Missouri, or become a person of bad moral character in the conduct of the pawnbroker's business, it shall be sufficient to authorize the said Mayor to revoke his license and sufficient grounds to refuse a certificate of good character on the application for a new license and said Mayor shall notify the license inspector of such revocation.

**SEC. 15.** Any pawnbroker who shall violate, fail, neglect or refuse to comply with any provisions, regulation or requirement of this article shall be deemed guilty of a misdemeanor, and, upon conviction thereof, be fined not less than fifty (\$50) dollars, nor more than five hundred (\$500) dollars.

**SEC. 16.** All ordinances or parts of ordinances in conflict with this ordinance, are, insofar as they so conflict, hereby repealed.

Passed March 13th, 1911. Frank D. Askew, Speaker Lower House of the Common Council.

Passed April 17th, 1911, as amended. R. L. Gregory, President Upper House of the Common Council.

Passed April 17, 1911, as concurred in. Frank D. Askew, Speaker Lower House of the Common Council.

Approved April 18th, 1911.

DARIUS A. BROWN, Mayor.

Attest: WM. CLOUGH, City Clerk (Seal)

### III. FIREWORKS ORDINANCE.

(Ordinance Number 7045.)

An Ordinance Prohibiting the Sale or Exposing for Sale or the Use or Explosion of Fireworks Within the City Limits.

Be it Ordained by the Common Council of Kansas City:

SECTION 1. That hereafter, within the limits of Kansas City, it shall be unlawful for any person, firm or corporation to keep, sell or expose for sale any fireworks, firecrackers, torpedoes, bombs, rockets, pin-wheels, fire balloons, roman candles, detonating canes, pistols or toy pistols, cannons or toy cannons, or any other fireworks of like kind; provided, however, that this ordinance shall not be construed as prohibiting the sale of fireworks in wholesale lots for use or sale outside the city limits or for use within the city limits within the provisions of Section 2 of this ordinance.

SEC. 2. It shall be unlawful, within the limits of Kansas City, for any person to use, burn, explode or send off any fireworks, firecrackers, torpedoes, bombs, rockets, pin-wheels, fire balloons, roman candles, detonating canes, pistols or toy pistols, cannons or toy cannons or any other fireworks of a like kind; provided, however, that public exhibitions of fireworks may be given in public or private parks, or other public places, when in charge of competent persons, and under permit issued by the Mayor.

SEC. 3. Any person, firm or corporation violating the provisions of this ordinance shall, upon conviction thereof, be fined not less than five dollars (\$5.00) nor more than one hundred dollars (\$100.00).

**SEC. 4.** All ordinances, or parts of ordinances, in conflict with this ordinance, are, insofar as they so conflict, hereby repealed.

Passed November 21, 1910. Frank D. Askew, Speaker  
Lower House of the Common Council.

Passed November 28, 1910. R. L. Gregory, President  
Upper House of the Common Council.

Approved November 30th, 1910.

DARIUS A. BROWN, Mayor.  
Attest: M. A. FLYNN, City Clerk (Seal)

## APPENDIX C.

In addition to having control and supervision of the Metropolitan Police Department, the Board of Police Commissioners also has entire control of the granting and revocation of all dramshop licenses and the regulation of all dramshops in Kansas City, Mo.

I. THIS AUTHORITY IS DERIVED FROM THE FOLLOWING NAMED PROVISIONS OF THE CHARTER OF KANSAS CITY, MO., 1909.

### CHARTER OF KANSAS CITY, 1909.

SECTION 1, Page 474. Dramshops—Application for License—Indorsement of Police Commissioners—Notice of Application. Before an application for license to keep a saloon, beer house, tippling house or dramshop shall be received or filed by the City Auditor, there shall be endorsed thereon a certificate signed by the Board of Police Commissioners that such applicant has proved himself to be a person of good moral character. Whenever such application is presented to the Board of Police Commissioners, such Board shall cause notice, in writing, to be served by a policeman, upon every resident property owner in the block where such saloon, beer house, tippling house or dramshop is proposed to be located, designating a day not less than five days nor more than ten days after the service of such notice when remonstrance, if any, against the issuance of such license will be heard by such Board. Whenever such application so endorsed, as aforesaid, by said Board of Police Commissioners, shall be presented to the City Auditor, he shall issue a license to such applicant.

SEC. 2, Page 475. Revocation of License—Notice to Dramshop Keeper—Hearing. Whenever it shall be shown to the Board of Police Commissioners, upon

complaint of any person in writing, or whenever said Board shall become satisfied that any dramshop keeper of the city keeps a disorderly house, or a house that is a resort of minors, lewd or disreputable women, or of evil-disposed persons, the said Board of Police Commissioners may order the license of such dramshop keeper to be revoked, and from the date of such order of revocation, such dramshop keeper shall be deemed to have no license, and to be without authority of law to carry on a dramshop; and thereafter no license shall be granted to such person to keep a dramshop. Whenever such complaint in writing shall be made to the Board, or whenever the Board shall become satisfied that any dramshop keeper of the city keeps a disorderly house, or a house that is the resort of minors, lewd or disreputable women, or of evil-disposed persons, such Board shall order its Secretary to notify such dramshop keeper of the same, and set a day when such dramshop keeper may be heard; and such notice shall be served by a policeman, by a copy thereof delivered to such dramshop keeper or any barkeeper in charge of said dramshop, and no license shall be revoked by said Board without notice thereof, and an opportunity to be heard, to said dramshop keeper.

## II. THE PROVISIONS OF THE STATUTES, CHARTER, AND CITY ORDINANCES WITH REFERENCE TO DRAMSHOPS AND EXCISE MATTERS, WHICH MOST FREQUENTLY REQUIRE POLICE ATTENTION, ARE AS FOLLOWS:

### STATUTES OF MISSOURI, 1909.

SEC. 7186. **Dramshop Keeper Defined.** A dramshop keeper is a person permitted by law, being licensed according to the provisions of law, to sell intoxicating liquors in any quantity, either at retail or in the original package, not exceeding ten gallons.

**SEC. 7187. Wholesale Dealers and Manufacturers Not to be Licensed as Dramshop Keepers.** No person, firm or corporation, or agent, employe or representative of any person, firm or corporation engaged in the manufacture of malt or spirituous liquors, or the sale as a wholesaler or jobber of malt or spirituous liquors, shall be licensed to keep a dramshop.

**SEC. 7188. License to Be Taken Out, When.** No person shall, directly or indirectly, sell intoxicating liquors in any quantity less than three gallons, either at retail or in the original package, without taking out a license as a dramshop keeper.

**SEC. 7189. To Keep But One Shop at the Same Place—License Not Transferable—Must Not Give Credit.** No dramshop keeper shall keep such shop at more than one place at the same time, nor shall the license of a dramshop keeper be assignable or transferable; and all sales made by him on credit are declared void and of no effect, and the debt thereby attempted to be created shall not be recoverable at law.

**SEC. 7190. Liquors to be Sold Only at Place Named in License.** License to keep a dramshop at the place designated in the application therefor shall not authorize any sale of intoxicating liquors at any other place for any period of time whatsoever.

**SEC. 7192. Application for License Shall Particularly Describe Proposed Place of Business—Not to be Immoral Resort.** Every application for license to keep a dramshop shall describe the building in which the dramshop is to be kept, and all entrances thereto, and shall give the name of the owner or lessee of such building. License shall not be granted to keep a dramshop in a building occupied or used for an immoral or unlawful purpose, nor in any room or portion of a building connected by any entrance or exit or other means of communication with any room or place used for an immoral or unlawful purpose.

**SEC. 7194. Falsely Placing Name on Petition—Penalty.** Any person who shall place the name of any assessed taxpaying citizen, or guardian of any minor, or cause the same to be placed, on any petition for a license as a dramshop keeper, or upon any re-



monstrance against the granting of such license, without his or her consent, shall be deemed guilty of a misdemeanor, and shall, upon conviction thereof, be punished by a fine of not less than twenty-five nor more than one hundred dollars, or by imprisonment in the county jail not more than three months, or by both such fine and imprisonment.

**SEC. 7213. Penalty for Selling to Minors.** Every dramshop keeper, or any other person, who shall sell, give away or otherwise dispose of, or suffer the same to be done about his premises, any intoxicating liquors in any quantity to any minor, or who shall have any minor in his employ about the dramshop or therein to play cards, dominos, dice, billiards, pigeon hole, pool, or any other game, shall forfeit and pay to the parent, master or guardian of such minor, for every such offense, the sum of fifty dollars, to be recovered by the party entitled thereto by civil action in any court of competent jurisdiction against such dramshop keeper, or by suit in such court on the bond of such dramshop keeper, in the name of the county, to the use of the person entitled to sue: Provided further, that every dramshop keeper who shall violate the provisions of this section, in addition to the civil liability to the parent, master or guardian herein provided for, shall be deemed guilty of a misdemeanor, and be punished by a fine of not less than fifty nor more than two hundred dollars; and every action brought by virtue of this section shall be commenced within one year from the time the right of action accrued.

**SEC. 7214. Minor Not to be Permitted to Enter and Remain in Dramshop.** It shall be unlawful for any dramshop keeper knowingly or negligently to permit any minor to enter and remain in his dramshop. Any dramshop keeper violating the provisions of this section shall, on conviction, be fined not less than fifty nor more than one hundred dollars.

**SEC. 7125. Owner Liable for Acts of Clerk.** Any sale, gift or other disposition of intoxicating liquors made to any minor without the permission or consent herein required, or to any habitual drunkard, by any clerk, agent or other person acting for any dramshop

keeper or other person, shall be deemed and taken to be, for all the purposes of this article, as the act of such dramshop keeper or other person.

**SEC. 7216. Not to Sell on Sunday or Election Day.** Any person having a license as a dramshop keeper, who shall keep open such dramshop, or shall sell, give away, or otherwise dispose of, or suffer the same to be done, upon or about his premises, any intoxicating liquors, in any quantities, on the first day of the week, commonly called Sunday, or upon the day of any general election in this state, or upon any county, city, town or municipal election day, or upon any county, city, town or municipal primary election day, when said primary shall have been ordered by the legally constituted authority or authorities of any political party in such county, city, town or municipality; provided, that such political party shall have cast as much as twenty per cent. of the total vote cast at the preceding general election in said county, city, town or municipality, or between the hours of one o'clock a. m. and five o'clock a. m., shall, upon conviction thereof, be punished by a fine not less than fifty nor more than two hundred dollars, shall forfeit such license, and shall not again be allowed to obtain a license to keep a dramshop for the term of two years next thereafter.

**SEC. 7217. Mayor May Have Dramshops Closed.** The Mayor of Kansas City may, by proclamation, cause all drinking shops, bars and other places where intoxicating liquors or drinks are customarily sold, given or dispensed, to be closed for any period of time not exceeding thirty-six hours, upon any election for officers of said city, and may also, by proclamation, forbid all persons to sell, give, lend, barter or otherwise dispense or distribute intoxicating drinks or liquors during the same period of time within said city, or within one mile of its corporate limits; and any person disobeying such proclamation, and each and every person aiding, abetting or co-operating with him, shall be deemed guilty of a misdemeanor.

**SEC. 7223. Selling to Habitual Drunkard.** Any dramshop keeper, druggist or merchant, selling, giving

away or otherwise disposing of, or suffering the same to be done about his premises, any intoxicating liquors to any habitual drunkard, after such dramshop keeper, druggist or merchant shall have been notified by the wife, father, mother, brother, sister, child or guardian of such person not to sell, give away or furnish to such person any intoxicating liquors, shall forfeit and pay to such wife, father, mother, brother, sister, child or guardian, for every such offense, a sum not less than fifty nor more than five hundred dollars, to be recovered by the party entitled to sue, by civil action in any court having competent jurisdiction, against such dramshop keeper, or by suit in such court, in the name of the county, to the use of the person entitled to sue on such bond, or a duly authenticated copy thereof, against such dramshop keeper and his sureties, jointly or severally, and in addition to the penalties herein provided, shall forfeit his license as a dramshop keeper, and be debarred from again obtaining license for that purpose: Provided, however, that any married woman for the purpose of recovering the penalties and forfeitures provided for in this article, may sue as a femme sole. A notice given under this section shall be deemed a continuing notice as to the person notified; and, provided further, that any person who shall knowingly give, provide or furnish to any person prohibited from procuring intoxicating liquors as in this section provided, with any intoxicating liquors in any quantity whatever, shall be guilty of a misdemeanor, and shall, upon conviction, be punished by a fine of not less than five nor more than one hundred dollars for each offense, to be collected and paid into the county treasury for the use and benefit of the common school fund of such county.

**SEC. 7224. Dramshop Keeper Shall Not Keep Musical Instruments, etc., nor Allow Games, etc., to be Played About Premises.** A dramshop keeper shall not keep, exhibit, use or suffer to be kept, exhibited or used in his dramshop, any piano, organ or other musical instrument whatever, for the purpose of performing upon or having the same performed upon in such dramshop, nor shall he permit any sparring, box-

ing, wrestling or other exhibition or contest or cockfight in his dramshop; and it shall be unlawful for any dramshop keeper to set up, keep, use or permit to be kept or used in or about the premises of his dramshop by any other person, or run or to be run in connection with such dramshop, in any manner or form whatever, any billiard table, pool table or other gaming table, bowling or tenpin alley, cards, dice, or any other device for gaming or playing any game of chance; and the keeper of such dramshop shall not permit any person in or about his dramshop to play upon any such table or alley, or with cards, dice or any gaming device of any kind. Every person violating the provisions of this section shall be guilty of a misdemeanor, and, upon conviction, shall be punished by a fine not less than ten nor more than fifty dollars, and in addition to such fine shall forfeit his license, and shall not again be allowed to obtain a license to keep a dramshop for the term of two years next thereafter.

**SEC. 7226. Ordering, Storing and Keeping of Intoxicating Liquors by Persons Other Than Dramshop Keepers, Prohibited.** It shall be unlawful for any person or persons not a licensed dramshop keeper or by law authorized to sell liquor as a wholesaler, to order for, receive, store, keep or deliver, as the agent or otherwise, of any other person, intoxicating liquors of any kind.

**SEC. 4872. Intoxicating Liquors Not to be Sold or Given to Intoxicated Person or Drunkard.** If any person shall give, sell or dispose of any spirituous or intoxicating liquors to any person who is intoxicated, or shall furnish to or procure for any habitual drunkard any intoxicating liquors, he shall be deemed guilty of a misdemeanor.

#### CHARTER OF KANSAS CITY, MO., 1909.

**SEC. 3, Page 476. Elections—Dramshops to be Closed—Duty of Commissioners.** The Board of Police Commissioners shall, on the day next preceding any general or special election held in Kansas City, issue an order for the closing of all saloons, beer houses, tippling houses and dramshops on such election day.

and give public notice of the issuance thereof. Said Board shall direct the Chief of Police to take the necessary steps to insure the strict enforcement of such order.

### ORDINANCES OF KANSAS CITY, MO., 1909.

**SEC. 186, Pages 570-1. Dramshop License.** No person shall keep or take part in keeping any dramshop or tippling house without a license therefor from Kansas City, and the charge for such license shall be five hundred dollars per year. Any stand room or place kept or used for the purpose of selling, offering or exposing for sale wines or other spirituous, fermented, malt, ardent, vinous or intoxicating liquor in any quantity, to be drank at such stand or place, shall be deemed a dramshop or tippling house.

**SEC. 187, Pages 571-2. Granting, Transfer, Etc.** No new license (other than a renewal or reissuance as hereinafter provided) for the keeping of a saloon or dramshop at any time thereafter be granted or issued until there shall be a population in Kansas City of at least 400,000 as ascertained by the then last preceding official census, whereupon such new licenses for a period not exceeding one year in time, may be issued from time to time, to lawful applicants, according to priority of application, upon full compliance by the applicant with the laws and ordinances in force in the City of Kansas City at the time of the application for such license, and after the total population in Kansas City shall equal 400,000, then there shall be issued but one license for each one thousand of the population in excess of said 400,000 of the said City of Kansas City, as ascertained by the then last preceding official census. The owner or owners or his or their legal representatives of a license to keep a dramshop or a saloon, or in case of his or their death then his or their legal representatives or some responsible person designated and appointed by his or their legal representatives, shall have and be given the right to a renewal or reissue of such license at the same, or at a different place of business, upon compliance with the ordinances governing the licensing of dramshops or of saloons, in

force at the time of such renewal or reissue, and such owner or owners, or his or their legal representatives, of a dramshop or saloon license may, with the consent of the Board of Police Commissioners, assign or convey his right to the renewal or the reissue thereof to any other person, who upon full compliance with the ordinances then in force in the City of Kansas City, governing the licensing of saloons or dramshops, shall be entitled to a renewal or reissue of such license in his own name for a term not exceeding one year, and each bona fide holder of a license, or his legal representative, in turn may assign or convey such right of renewal or reissue of such license upon the same terms and conditions as the original owner thereof could do hereunder; provided, further, however, that such person or persons shall duly qualify by complying with all the laws and ordinances in force at the time in the City of Kansas City. The privilege of renewal or reissue provided by this ordinance shall apply only so long as the license in each case shall have been kept in force continuously and uninterruptedly in the name of the licensee, or his successor in interest. No license to keep a saloon or dramshop shall be hereafter issued to a firm except in the names of the individual members of the firm and no such license shall hereafter be issued to or for the benefit of a brewery, brewer, wholesale liquor dealer, or their agents, employes, or representatives.

**SEC. 188, Page 572. Duration of License.** Dramshop license may be issued for periods of six months at a time, expiring January 4 and July 4, on payment of half the yearly license tax. The proper officers will issue licenses in conformity with the provisions of this section.

**SEC. 189, Page 572. Removal of Dramshop.** No person shall, under such license, keep a dramshop or tippling house at any place other than the one designated in such license; provided, that the licensee may remove the carrying on of such business during the continuance of such license from the place designated in such license to any other place in the city by consent of the Board of Police Commissioners' endorsed

upon said license, designating the place to which said business is to be removed; provided, that said consent shall not be so endorsed by said Board until opportunity shall have been given the resident property owners in the block to which said licensee desires to remove said business to remonstrate by appointing a day for the hearing of such remonstrances by said Board, and after all remonstrances against said removal shall have been heard by said Board, made at a time and place for such hearing, which shall be specified in a notice served upon the property owners in such block in all respects as provided in Article 17 of the Charter, for the remonstrances against the issuing of such license as in the first instance; but such removal, and the date thereof, shall be endorsed by the City Auditor on such license, and it shall be the duty of any person so removing to present his license to the City Auditor for endorsement before such removal.

**SEC. 190, Page 572. Who May Use License.** No license obtained under the provisions of the City Ordinances shall authorize any persons to do business or act under it, but the person named therein or his immediate assignee.

**SEC. 191, Pages 572-3. Transfer of License.** In case of the transfer of any dramshop or tippling house license, the transferee shall not be entitled to do business thereunder until such transferee shall have proved himself of good moral character, to the satisfaction of the Board of Police Commissioners, whose certificate to that effect shall be endorsed upon the license transferred, and the application for such endorsement shall be made and remonstrances against the same shall be heard by said Board, upon notice to property owners in all respects in conformity with the requirements in regard to the issuing of such license in the first place. Provided, that in no case shall any license of any kind be assigned or transferred without the written assignment of the license made by the licensee in the presence of the Auditor. No assignment of any license shall be deemed valid until said requisites have been complied with.

**SEC. 192, Page 573. Posting License.** Every dram-

shop license shall be posted in a conspicuous place in the dramshop or tippling house, so long as the license continues in force, but no longer, and every person to whom such license is issued, who shall fail or neglect to post and keep posted such license, shall be deemed guilty of a misdemeanor.

**SEC. 193, Page 573. Definition of Property Owners.** Whenever the words "property owners" occur they shall not be deemed to embrace a lessee or mere occupant of a building, unless said lessee or occupant shall have a leasehold term of not less than three years upon such building. In every other case the words "property owners" as they occur in said sections, shall embrace only the owner of the ground and the owner of the building thereon; and in all cases, where the ground and the building situate thereon belongs to different persons both shall be deemed property owners.

**SEC. 194, Pages 573-4. Closing by Mayor.** Every dramshop license shall be granted upon condition that the holder thereof shall close his place of business whenever the Mayor, by proclamation, shall so order, and for such length of time as he may order, not exceeding forty-eight hours at any one time. Any person failing, neglecting or refusing to close his dramshop as required by such proclamation shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined not less than ten dollars nor more than five hundred dollars; and, in addition thereto, the court shall adjudge and declare such license forfeited to Kansas City; and thereafter it shall be unlawful for said licensee or any other person to do business under such forfeited license. This section shall be endorsed upon every dramshop license, and the holder thereof shall sign an acceptance thereof on the back of such license.

**SEC. 195, Page 574. Closed on Sundays, Election Days, Etc.—Selling to Minors, Drunkards, Etc.** No licensee or his employe shall keep such dramshop or tippling house open on Sunday or any day upon which any general election is held in said city or on any day between the hours of one o'clock a. m. and five o'clock



a. m., nor shall such license permit or allow any other person to do so. No licensee or his employe shall sell, offer to sell, or give any intoxicating liquor of any kind to any minor, habitual drunkard, or any person already intoxicated, nor shall such licensee permit or allow any other person to do so on his premises.

**SEC. 196, Page 574. Same.** The keeping open of, or allowing any one to enter any saloon or dramshop, for the purpose of purchasing or obtaining wine, beer, whiskey or liquor of any kind, on the first day of the week, commonly called Sunday, or on any day on which any general election is held in said city, is by this section prohibited, and the selling, delivering or giving to anyone, any wine, beer, whiskey, or other liquor in any saloon or dramshop or social club, on the first day of the week, commonly called Sunday, or on any day on which any general election is held in said city, is by this section prohibited.

**SEC. 197, Page 574. Penalty.** If any owner, employe or other person violates any provision of Section 196 he shall be deemed guilty of a misdemeanor, and on conviction thereof shall be punished by a fine of not less than ten dollars nor more than five hundred dollars.

**SEC. 198, Page 574. Music in Dramshops.** The playing of any musical instrument or instruments, or the making of any unusual noise or disturbance, or the singing by any person or persons, or the keeping of any parrot, quail, monkey, squirrel, or other bird or animal in any saloon, or tippling house, or dramshop, is hereby prohibited.

**SEC. 199, Pages 574-5. Penalty.** Any owner or keeper of any saloon, tippling house or dramshop, permitting, procuring or allowing in such saloon, tippling house or dramshop, any act or acts prohibited by Section 198, and any person or persons allowing or permitting, engaging in or procuring or doing or committing any act or acts prohibited by Section 198, shall be guilty of a misdemeanor, and on conviction thereof shall be fined not less than fifty dollars nor more than five hundred dollars.

**SEC. 200, Page 575. Women Waiters.** No keeper

of any dramshop, beer house, beer garden or other place of public resort, shall employ or allow any lewd woman, or any woman having the reputation of being a prostitute, as a carrier of beer, liquors, cigars, or any other article, or to sing or dance in such house or place, or allow any such woman to act as a bartender in such house or place, under penalty of not less than twenty-five dollars nor more than five hundred dollars.

SEC. 201, Page 575. Permitting Disorder. No keeper of any dramshop, beer house, beer garden or other place of public resort, nor the employe of such keeper, shall allow any breach of the peace or disturbance of public order or decorum by noisy, riotous or disorderly conduct on such premises when it is in his power to prevent the same.

SEC. 202, Pages 575-6. No Saloons in Certain District. No license for the keeping of a saloon or dramshop shall be issued, granted, renewed or transferred to any person, persons, association of persons, either as partners, co-owners, or otherwise in that portion of Kansas City, Missouri, bounded and described as follows: Beginning at a point in the center line of Bennington avenue twenty-five (25) feet north of the south line of Sixteenth (16th) street; thence west along a line twenty-five (25) feet north of and parallel with the south line of Sixteenth (16th) street, and this line produced to the center line of Topping avenue; thence north along the center line of Topping avenue in an intersection with the center line of Sixteenth (16th) street in Fairview Place, produced; thence west along the center line of Sixteenth (16th) street in Fairview Place, and this line produced to the center line of Denver avenue; thence south along the center line of Denver avenue to an intersection with the center line of Sixteenth (16th) street, west of Denver avenue, produced; thence west along the center line of Sixteenth (16th) street, west of Denver avenue, and this line produced, to the center line of Jackson avenue; thence north along the center line of Jackson avenue to an intersection with the center line of Sixteenth (16th) street, west of Jackson avenue, produced;

thence west along the center line of Sixteenth (16th) street, west of Jackson avenue, and this line produced to the center line of Cleveland avenue; thence south along the center line of Cleveland avenue to the center line of Thirty-first (31st) street; thence east along the center line of Thirty-first (31st) street to a point one hundred and sixty (160) feet east of the north and south center line of the east half of Section fifteen (15), Township forty-nine (49), Range thirty-three (33); thence north on a line parallel to the north and south center line of the east half of Section fifteen (15), Township forty-nine (49), Range thirty-three (33), to a point one hundred and sixty (160) feet south of the north line of Section fifteen (15), Township forty-nine (49), Range thirty-three (33); thence east on a line parallel to the north lines of Sections fifteen (15) and fourteen (14), Township forty-nine (49), Range thirty-three (33), to a point one hundred and sixty (160) feet east of the north and south center lines of the east half of Section fourteen (14), Township forty-nine (49), Range thirty-three (33); thence north on a line parallel to the center line of the east halves of Sections fourteen (14) and eleven (11), Township forty-nine (49), Range thirty-three (33), to a point one hundred and sixty (160) feet south of the north line of Section eleven (11), Township forty-nine (49), Range thirty-three (33); thence east on a line parallel to the north lines of Section eleven (11) and twelve (12), Township forty-nine (49), Range thirty-three (33), to the center line of Bennington avenue, thence north along the center line of Bennington avenue to the point of beginning.

### III. RULES AND REGULATIONS.

The Board of Police Commissioners, in addition to the before-mentioned State Laws and City Ordinances, have adopted the following rules and regulations for the better government and regulation of all dramshops in Kansas City, Mo., said rules and regulations being contained in an order issued by the Board of Police Commissioners and known as "Special Order No. 5, Dramshops, as Amended."

1. Special Order No. 5, Dramshops, is hereby amended as follows and is to be known as "Special Order No. 5, Dramshops;" and said Order No. 5 is hereby substituted for said original Order No. 5.

### EXTERIOR VIEW AND LIGHTING OF DRAMSHOPS.

2. All licensees and keepers of dramshops in Kansas City, Mo., between midnight of Saturday and midnight of Sunday, and between 1 a. m. and 5 a. m. of week days, must draw or arrange the blinds, curtains, windows and doors to their respective dramshops, so that a full, free and unobstructed exterior view of the interior of said dramshop and connected rooms may be had, during the hours of darkness between midnight of Saturday and midnight of Sunday; and between the hours of 1 a. m. and 5 a. m. of week days, a light, sufficient to illuminate the said dramshops so that a full view of the interior may be obtained, must be maintained.

The finding of any persons within any of the said dramshops except such persons, and at such times, as to be indicated by the Excise Clerk, will be considered by the Board of Police Commissioners as evidence tending to show violation of the dramshop laws and regulations; provided, however, that opportunity shall be given the dramshop keepers to do icing, and the cleaning and watching of their dramshop premises, at such hours only and by such persons only as the Excise Clerk shall in writing from time to time specifically designate.

### CERTIFYING EMPLOYES.

3. All dramshop keepers shall report in writing to the Excise Clerk the names, addresses and occupation of all dramshop employes, including "extra" employes, and shall immediately, in writing, report to him from time to time the discharge or change of employes, or their addresses or occupation.

### PERMITS.

4. All permits issued by the Excise Clerk for dram-

shop keepers or any of their certified employes to enter or remain in their respective dramshops or make repairs, etc., other or differing from the general hours prescribed by the Excise Clerk, shall be issued by the Excise Clerk in writing, and one copy each delivered to the dramshop keeper, the Chief of Police and the commanding officer of the police precinct wherein said dramshop is located, and the dramshop keeper shall keep his permit so issued to him posted at the front door of said dramshop during the time said permit is in force, so that patrolmen and members of the Police Department may observe the same.

### SALES.

5. Liquor sold by the can or pitcher, or jug, etc., must not be consumed by the purchaser upon, around or about the premises of the dramshop; nor must liquor be sold or delivered by the can, pitcher, jug, or in any other manner, under any circumstances, to minors or women. Dramshop keepers are prohibited from furnishing, loaning or supplying cans, etc., to prospective customers.

### SANITARY CONDITIONS.

6. The sanitary conditions of all dramshops must be kept at all times satisfactory to the Excise Clerk.

### ENTRANCES.

7. All entrances to and the physical condition, exterior and interior of all dramshops shall at all times be subject to the control and approval of the Excise Clerk.

### TRANSFERS.

8. All applications for transfer of licenses will be heard only, unless for good cause shown, upon the first Wednesday of each month; and all applications for transfer must be filed with the Excise Clerk, unless for cause shown, at least two weeks before the first Wednesday of each month and by him posted at the office of the Secretary of the Board at least one week before said first Wednesday.

Before any transfer will be granted, unless for good cause shown, there must be a satisfactory showing made that all legal claims of the creditors furnishing supplies, equipment, labor, etc., at the dramshop in question to the dramshop keeper from whom the transfer is sought, together with all just and equitable debts contracted in the equipment of or the operation of said dramshop, have been adjusted, satisfied, discharged or assumed; provided, however, that in no event will this Board require such debts and claims to be paid or assumed in a total amount to exceed one hundred dollars, in the case of any one transfer.

### CITIZENSHIP AND PAYMENT OF TAXES.

9. Applicants for licenses or transfers must present to the Excise Clerk, at the time of filing application, satisfactory evidence showing that the applicant is a law-abiding, assessed, tax-paying male citizen, above 21 years of age. Said applicant must be a bona fide citizen of Kansas City, Jackson county, Missouri, at the time of making said application for license or transfer.

### REPORTS.

#### NOTIFICATION TO EXCISE CLERK.

10. Each dramshop keeper in Kansas City, Missouri, and his employees, are hereby directed to report at once, by telephone or in person, to the Excise Clerk of this Board the presence and name of any known crook, pickpocket, gambler, procurer, professional criminal or known vagrant in or about the said dramshop, and if the Excise Clerk cannot be reached by telephone or in person, the Police Station in the police precinct wherein said dramshop is located shall then be notified at once by telephone or in person, of said fact, in lieu of said Excise Clerk, and as soon as possible thereafter said dramshop keeper and the Police Station shall notify the said Excise Clerk of said report; upon request of any member of the Police Department while in the discharge of police duty, dramshop keepers and their employees are directed to give

to said members of this Department any information known to said dramshop keeper or his employes concerning said crooks, pickpockets, gamblers, etc., or concerning the commission of any offense, or suspected or proposed offense, and the person or persons committing, suspected, or proposing to commit said offense. The failure of any dramshop keeper, or of the employes of any dramshop keeper having knowledge thereof and failing to make such report, or to give such information as called for herein, or the non-compliance of said dramshop keeper, or any of his employes, of the rules and regulations of the Police Department and of this Order No. 5 will be held to be an act unfriendly to this Board.

#### EMPLOYES OF DRAMSHOPS.

11. It is the duty of all dramshop keepers to see that all employes of their dramshop familiarize themselves with the rules and regulations of the Police Department and Order No. 5, and obey the same; and the dramshop keeper will be held to strict account for same. Employes of dramshops will be held responsible for any disobedience of the rules and regulations of the Police Department, including this said Order No. 5.

#### REPORTS OF OFFICERS AND PATROLMEN.

12. Patrolmen and officers are hereby directed, not later than each Monday, to report, over their signatures, to their respective commanding officers, the compliance or non-compliance with this order and the orders of the Excise Clerk as to the time of closing and opening dramshops, etc., with reference to Sunday, and are to report daily the non-compliance of this order, and said orders of the Excise Clerk, insofar as it affects week days.

Upon receipt by the Chief of Police of the said dramshop reports from the precinct commanders, and after examination, the said reports shall be immediately forwarded to the Excise Clerk and become a part of his office records.

#### CITATIONS.

13. In case of emergency, or for the purpose of

expediting excise matters, the Excise Clerk is hereby authorized to cite or subpoena before the Board of Police Commissioners keepers of dramshops and other persons involved or concerned or material to any hearing on excise matters, without a formal citation from the Board of Police Commissioners.

The Secretary of the Board is directed to have printed a sufficient number of copies of this order to serve upon all dramshop keepers and licensees, and patrolmen and officers of this Department; and also have prepared printed blank forms for the reports and applications called for in this order.

The Excise Clerk, through the Chief of Police, is further directed to cause a copy of this order to be served upon all licensees of dramshops.

This order is to be in full force and effect from and after July 23, 1910.

A copy of this order must be kept constantly posted at all police stations.

BOARD OF POLICE COMMISSIONERS.

Attest: FRANK JARVIS, Secretary.

Pursuant to "Special Order No. 5, Dramshops," as Amended July 23, 1910, I hereby designate the following hours to be observed until further orders, unless special permission in writing is granted upon written application of the dramshop keeper, as follows:

1. Between the hours of 7 a. m. and 10 a. m. of each Sunday only the dramshop keeper and such of his certified employes as are reasonably necessary to ice liquors and clean the premises may enter their respective dramshops, and only for the purpose of cleaning the premises and icing liquors.

2. Between the hours of 6:30 p. m. and 7:30 p. m. on each Sunday from April 1 to September 30, and between the hours of 5 p. m. and 6 p. m. on each Sunday from October 1 to March 31, only the dramshop keeper or one of his certified employes may enter their respective dramshops once for a period not exceeding



twenty minutes, and only for the purpose of lighting up and icing liquors.

3. Only the dramshop keeper and his certified employes may remain in their respective dramshops from 12 o'clock of Saturday (midnight) until 12:30 a. m. Sunday, and only for the purpose of checking and cleaning up.

4. Between the hours of 11:30 p. m. Sunday and midnight of Monday morning the dramshop keeper and his certified employes only may enter their respective dramshops, and only for the purpose of icing liquors and preparing to open said dramshop.

5. During the week days the dramshop keeper and his certified employes only may enter their respective dramshops not to exceed fifteen minutes before the opening hour, and may remain in their respective dramshops not to exceed fifteen minutes after the closing hour.

For the purpose of carrying out this order all dramshop keepers shall at once, in writing, report to me the names, addresses and occupations of all dramshop employes, including "extra" employes, and shall immediately report to me from time to time any discharges or change of employes or their address or occupation.

This order must be framed and hung in full view in the dramshop so it may be read by any person therein.

BYRON E. LINE, Excise Clerk,  
Board of Police Commissioners.

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